

Environmental Performance Partnership Agreement

A Strategic Partnership Between U.S. EPA
Region 5 and the Indiana Department of
Environmental Management



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Section

1

General Purpose and Context

The Indiana Department of Environmental Management (IDEM) is entering its sixth year with the National Environmental Performance Partnership System, or NEPPS. This system was created on May 17, 1995, when the U.S. Environmental Protection Agency (US EPA) Administrator Carol Browner and state representatives signed a "Joint Commitment to Reform Oversight and Create a National Environmental Performance Partnership System." This system recognizes two decades of environmental progress in the United States, but acknowledges that we must modify existing policies and management approaches to address our most pervasive and difficult to solve problems. Through NEPPS, US EPA and states work together to monitor environmental conditions and to develop innovative approaches to improve the quality of our nation's air, water and land. NEPPS also provides states with greater flexibility to achieve results while maintaining accountability for meeting national standards.

NEPPS consists of:

- Increased use of environmental goals and indicators,
- Self assessment by states of program accomplishments and barriers,
- Environmental Performance Partnership Agreements (EnPPA) between states and US EPA Regions,
- Reduced oversight and increased flexibility for states that demonstrate strong performance,
- Public outreach to increase awareness of environmental conditions and public involvement in setting goals and objectives,
- Joint US EPA and state evaluation of the new system.

This Environmental Performance Partnership Agreement (EnPPA) was created through a joint planning and priority setting dialogue between IDEM and US EPA Region 5, informed both by feedback from Indiana citizens and directions set by US EPA national, regional and state program managers. Through this agreement, we hope to continuously improve the US EPA IDEM relationship and our systems for managing environmental programs.

The agreement is based on several underlying assumptions:

- US EPA should rely on the states to manage environmental programs delegated to the states.
- States and US EPA should incorporate the public's ideas and concerns into our priority setting and planning.
- We should strive continuously to improve the products and services we provide.
- We must be accountable to stakeholders and communities who have a right to expect timeliness, efficiency, professionalism, and progress toward improved environmental conditions.
- We should maximize each other's strengths and eliminate duplication of effort to ensure the wisest use of public resources.
- States and communities must be afforded greater flexibility, as allowed by law, in applying rules and guidance to meet national goals and standards.

- The federal government retains a vital responsibility to ensure consistent implementation and enforcement of national laws, regulations and standards, and for ensuring that states provide fundamental public health and environmental protection to their citizens and those downwind and downstream.
- Maximize the use of environmental measures to gauge the success of work, and in turn use the results for management decisions.
- The work should be based on assessed environmental conditions with program resources managed to address areas which need attention.

US EPA has agreed to work with all states, using the new environmental performance partnership system, to reach agreements that are based increasingly on an assessment of the environmental conditions and needs in each state.

Environmental indicators, program performance measures, and reporting requirements will be used both to measure the fulfillment of state and US EPA Region 5 commitments under this agreement and to provide data to analyze the effectiveness of different approaches to environmental protection. US EPA Region 5 will monitor IDEM's basic program performance and fiscal responsibilities, as required by law. However, a basic goal of this agreement is to shift the primary focus of the US EPA Region 5 IDEM dialogue away from measuring activities and toward identifying and solving environmental problems.

This agreement is a part of a continuing cooperative effort between IDEM and US EPA Region 5 to work through the details of this significant cultural and institutional change in how we work with each other to protect Indiana's environment.

I. Scope of the Agreement

This agreement will be in effect from the signature date through June 30, 2003. This agreement describes all IDEM programs that provide environmental protection to Indiana citizens, whether or not they are funded or mandated by US EPA. Federal funding makes up about 25% of IDEM's overall budget. By including priorities for all IDEM programs, regardless of funding source, we are able to give Indiana citizens a broader picture of our efforts to protect and clean up Indiana's environment. US EPA Region 5's traditional oversight role, however, is limited to those programs carried out under the federal statutes and programs listed below:

- Clean Air Act
- Clean Water Act
- Surface Water Protection
- Ground Water Protection
- Wetlands
- Safe Drinking Water Act
- Public Drinking Water
- Solid Waste Disposal Act
- Resource Conservation and Recovery Act
- Underground Storage Tanks
- Hazardous Waste Management
- Solid Waste Management
- Comprehensive Environmental Response, Compensation and Liability Act
- Superfund Amendments and Reauthorization Act
- Toxic Substances Control Act
- Asbestos Hazard Emergency Response Act

The agreement serves as IDEM's work plan for the following grants:

- air pollution control,
- asbestos hazard emergency response (AHERA),
- public water system supervision,
- water pollution control,
- hazardous waste management, and
- underground storage tank (UST).

US EPA Region 5 and IDEM have attempted to provide a description of each agency's environmental protection activities for the period of this agreement. In most instances, IDEM's measures for determining success in accomplishing its priorities establish a June 30, 2003 date or earlier for completion. IDEM's strategic goals, objectives and priorities are anticipated to remain the same throughout the term of this agreement. IDEM will update the measures used to judge success of these priorities prior to June 30, 2003. Upon approval by the Office of the Regional Administrator, these updated measures will be incorporated into this agreement by amendment. US EPA may invoke the dispute mechanism and ultimately terminate this agreement if updated measures are not approved by

US EPA. In addition, there may be other environmental problems warranting action that neither agency contemplates at this time. US EPA Region 5 and IDEM agree to coordinate our activities during the agreement period to avoid overlap and duplication of effort in addressing new concerns and issues that arise. Furthermore, we recognize that this agreement does not necessarily encompass every relationship between IDEM and US EPA Region 5, and that some agreements and relationships will be described in program specific documents elsewhere. Agreements that are in place between US EPA Region 5 and other Indiana state agencies are not included in this agreement. This agreement does not replace or supersede statutes, regulations, or delegation agreements entered into previously with the state.

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II. Indiana's Environmental / Strategic Goals

This Agreement is based on the following environmental and strategic goals for Indiana:

- Prevent Pollution
- Reduce Toxic Releases
- Improve Indiana's Air Quality
- Focus on Water Quality
- Restore and Protect Indiana's Surface Water
- Protect Indiana's Ground Water
- Ensure Safe Drinking Water
- Focus on Northwest Indiana
- Reduce and Safely Manage Waste
- Clean Up Contaminated Sites
- Continuously Improve IDEM
- Promote Environmental Justice
- Improve Communication with Communities
- Protecting Children from Environmental Threats

These goals provide the broad framework, which describes all the major activities IDEM undertakes to protect public health and improve Indiana's environment. IDEM has developed environmental/strategic goals to make the agency more effective, proactive, and forward looking. The goals are translated into more specific objectives, which in turn guide the Department's day-to-day activities. IDEM's goals, objectives and activities are constantly being refocused to meet changing situations. The Strategic Goals and Objectives have been reviewed and updated for this Agreement. IDEM has and will continue to report on its progress in achieving these long-term goals in "Indiana's Annual State of the Environment Report" (on the internet at <http://www.in.gov/idem/soe/index.html>), the IDEM Annual Report (on the Internet at <http://www.in.gov/idem/annualreports/index.html>), and in other publications, many of which will be available from the IDEM website at <http://www.IN.gov/idem>.

2001-2003 Strategic Goals and Objectives:

1. Prevent Pollution

Vision: All Indiana organizations use pollution prevention techniques as the preferred method for protecting the environment.

Environmental Objectives:

- Reduce environmental waste generation - Indiana organizations that use significant quantities of toxic chemicals reduce the amount of these chemicals in their environmental waste.
- Integrate pollution prevention into business plans - Indiana organizations that generate significant quantities of environmental wastes voluntarily integrate pollution prevention into their business plans and compliance activities.

2. Reduce Toxic Releases

Vision: Toxic releases into our environment are reduced to the greatest extent possible.

Environmental Objectives:

- Organizations that use significant quantities of toxic chemicals will reduce toxic chemical releases to the environment (excluding disposal in a permitted facility).
- Reduce mercury contamination - Fish tissues will contain an average of 20 percent less mercury by 2007 when compared to 1996 levels.
- Reduce the contamination from lead, asbestos and polychlorinated biphenyls - The release of lead, asbestos and PCBs will be reduced to the greatest extent practical.

3. Improve Indiana's Air Quality

Vision: All of Indiana's air meets state and federal health-based air quality standards.

Environmental Objectives:

- By the year 2007, citizens in Northwest Indiana will have air that meets the 0.12 part per million National Ambient Air Quality Standards (NAAQS) for ozone.
- By the year 2003, air quality in Clark and Floyd will meet the 0.12 part per million National Ambient Air Quality Standards (NAAQS) for ozone.
- Positively and aggressively maintain air quality for that portion of Indiana's population living in areas where air quality meets health-based standards.
- By 2000, transport and regional Nox pollution issues will be addressed in a state/regional pollution reduction plan.
- The new National Ambient Air Quality standards for ozone and particulate matter will be met in all areas of the state by the deadlines established by US EPA (depending on the outcome of pending federal litigation and future regulatory action).
- Positively and aggressively maintain air quality for that portion of Indiana's population living in areas designated as ozone maintenance areas.

4. Restore and Protect Indiana's Surface Water

Vision: Indiana's surface waters provide a safe source of water for recreation, aquatic life, and wildlife, as well as for public water supplies.

Environmental Objectives:

- 85 percent of Indiana's surface waters support a well-balanced aquatic community by 2007.
- 40 percent of Indiana's surface waters will support designated recreational uses by 2007.
- Indiana's wetland resources will be increased by 1000 acres by 2007.

5. Protect Indiana's Ground Water

Vision: Ensure that Indiana's ground water sources are protected.

Environmental Objectives:

- By 2005, groundwater in 75 percent of the hydrogeologic settings identified as being vulnerable to pesticides, or determined to be susceptible to contamination are protected for beneficial uses.

6. Ensure Safe Drinking Water

Vision: All Indiana's drinking water sources are safe, clean, and environmentally sound.

Environmental Objectives:

- By 2005, 99 percent of the population served by public water supply systems will have water that meets Safe Drinking Water standards.

7. Focus on Northwest Indiana

Vision: Northwest Indiana's air is safe to breathe; its water is safe for swimmers, fish, wildlife and the public water supply; and its land is restored.

Environmental Objectives:

- Minimize toxic and conventional pollutants into Lake Michigan from the Area of Concern.
- Remediate contaminated sediments in the Grand Calumet River and the Indiana Harbor Ship Canal within the Area of Concern as defined by the International Joint Commission.
- Remediate, restore, and protect the stable, healthy and viable ecosystem in the Area of Concern.
- Facilitate and implement community based environmental protection, incorporating partnerships with stakeholders.

8. Reduce and Safely Manage Waste

Vision: Minimize waste disposal while assuring proper management and handling of wastes.

Strategic Objectives:

- Improve waste handling and management practices.
- Reduce land disposal of hazardous waste by maximizing the implementation of the pollution prevention hierarchy of reduce, reclaim and treat.
- Reduce municipal and non-municipal solid waste final disposal by 50 percent of 1992 total by the year 2001.

9. Clean Up Contaminated Sites

Vision: The cleanup of contaminated sites from previous generations is completed and our land and water resources are returned to productive use.

Strategic Objectives:

- Reduce or manage threats to human health and the environment.
- Increase protection and restoration of critical habitat.

10. Continuously Improve IDEM

Vision: In all activities, we are fair, consistent, professional, accountable and deserving of the public's trust. We continuously improve the products and services we provide to protect our

environment. IDEM and US EPA Region 5 work in partnership to achieve measurable goals and objectives for Indiana's environment.

Strategic Objectives:

- **Increase Efficiency**
Improve IDEM's administrative effectiveness and efficiency to ensure the best use of the public resources entrusted to the agency.
- **Improve Customer Service**
IDEM customers will demonstrate increasing satisfaction with the services the agency provides.
- **Manage for Environmental Results**
IDEM will track environmental progress through indicators summarized in "Indiana's Annual State of the Environment Report" and other publications.

11. Promote Environmental Justice

Vision: No citizens or communities of the State of Indiana, regardless of race, color, national origin, income, or geographic location, will bear a disproportionate share of the risk and consequences of environmental pollution or will be denied equal access to environmental benefits.

Strategic Objectives:

- **GIS Mapping**
Develop and utilize the ability to create maps for Indiana communities which overlay geographical information with demographic information.
- **Education of Communities**
Develop and publish Citizen's Guides to Permitting, Rulemaking, and Clean-ups to use as a tool to educate communities about IDEM's roles and responsibilities and how the Agency can help them become involved in environmental decision making.
- **Education of Staff**
Develop and utilize training modules to educate our staff to be sensitive to Environmental Justice issues and to understand the relevance of such issues to their work.
- **Stakeholder Input into Permitting Decisions**
IDEM will establish a protocol for facilitating or mediating environmental disputes "up-front."
- **Enhance Public Participation Opportunities**
During the course of developing the Citizen's Guides, IDEM will analyze our existing public participation processes and develop and implement improvements to those processes.
- **Involve Other Agencies**
IDEM will seek out and involve any and all relevant agencies in our Environmental Justice efforts.
- **Community Input into the Implementation of the Strategic Plan**
IDEM will maintain both an Agency Environmental Justice contact as well as an advisory group to ensure ongoing viability of our Environmental Justice efforts.

12. Improve Communication with Communities

Vision: Give communities the environmental information they need in easily accessible, easy-to-understand formats. Obtaining feedback regarding the type of information communities need and how to best disseminate it.

Strategic Objectives:

- Making information available
 - Develop fact sheets in plain English, and disseminate the information via the web as well as other avenues.
 - Provide translation service for staff, when the use of Spanish or another language is required.
 - Implement a standard method for responding to requests for records, and train staff accordingly.
- Education/Outreach
 - Determine the need and possible use of a mobile classroom.
 - Develop presentations to teach children about their own environmental impacts.
- Environmental Justice
 - Develop presentations and work with communities to schedule workshops for the public.
 - Provide affected parties with an opportunity to give their input and state any concerns they may have.
- Internal Information Integration
 - Revise and expand on-line permitting applications.
 - Develop a plan to integrate existing databases into a multi-media system.
- Educate IDEM Staff
Provide training on multimedia topics and on organizing and holding public meetings.

13. Protecting Children from Environmental Threats

Vision: Focus on children's health and enhance the protection we provide to our children.

Strategic Objectives:

- Address environmental threats in schools and child care facilities.
 - Continue to work on Integrated Pest Management (IPM) programs.
 - Develop a draft IPM curriculum pre K-6.
 - Continue to partner with governmental agencies as well as the private sector.
- Asthma
Develop educational materials on environmental triggers for asthma, and continue to educate parents on this topic. Once finalized, IDEM will analyze the asthma study being conducted by the Hoosier Environmental Council and will develop a plan to distribute the information.
- Tools for Schools

- Continue to partner with EPA to promote the Tools for Schools curriculum in 20 schools or school districts.
- Draft a curriculum for pre K-6.
- Investigate the possibility of expanding this program to child care facilities.
- Lead
 - Complete the summary and assessments of data from the 2000 Safer Families Project. Present results of the data to various groups.
 - Continue to partner with Indiana's Family and Social Services Agency and local health departments throughout the state. Provide free lead risk assessment training to health departments that have not yet received this training.

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III. Indiana's Priorities

A. IDEM Agency-Wide Priorities

Within IDEM's Strategic Goals and Objectives goals, we have identified four agency-wide priorities on which IDEM will focus during the next two years. These priorities are:

Focus on Water Quality

- Promote Watershed Approach
- Wet Weather / Stormwater
- Smaller System Compliance Strategy
- Implement Water Quality Standards (WQS)
- Protecting Wetlands
- Increase Focus on Groundwater Protection
- Retain Primacy for Safe Drinking Water Act Program

Reduce Toxics

- Planning, Assessment, and Coordination of Toxics Reduction Efforts
- Implement Toxic Reduction Programs
- Protect Children's Health

Communicating with Communities

- Making Information Available
- Education/Outreach
- Internal Information Integration

Building a Better IDEM

- "Trains Run On Time" - Meeting deadlines, eliminating backlogs, and streamlining internal processes relating to Permitting, Compliance, Rules "Sunsets", and Remediation efforts.
- "Innovative and Smart" - Promote innovations and improve environmental management practices.
- Workforce Improvements

1. FOCUS ON WATER QUALITY

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Introduction

The quality of Indiana's surface water and drinking water has vastly improved in the past few decades. However, Indiana has 208 documented impaired waterbodies and some streams have yet to be adequately characterized. Indiana still has some drinking water providers that do not provide safe water 100% of the time. Also, Indiana has lost about 85% of the valuable wetlands that serve to enhance water quality.

The government and private sector continue to invest billions of dollars and much time and attention to water quality issues in Indiana. This focus is warranted and supports the inclusion of a focus on water quality as an agency-wide priority.

A number of stresses contribute to existing water quality problems:

- The infrastructure for proper handling and treatment of our wastewater and our drinking water continues to need upgrading and reinvestment.
- Antiquated combined sewer overflow systems continue to discharge untreated wastewater.
- The stresses of growth in both our urban and rural areas tax existing systems and create new threats to surface and groundwater.
- Pipe discharges to our streams have been effectively controlled but, as science and technology evolves, further reductions in toxic pollution are possible.
- Runoff from urban areas, agricultural activities and other human activities continues to contribute significantly to existing water quality problems.
- Air deposition of contaminants such as mercury and nitrogen continue to threaten the quality of water bodies.
- Some smaller drinking water systems may not adequately test or treat their drinking water provided to the public.
- A recent federal court decision removed a significant percent of Indiana's wetlands from federal jurisdiction.

A) Promote Watershed Approach

1) Develop Basin Coordination Resource Approach

By: August 1, 2001

% Complete & Status:

A different approach has been taken given budgetary constraints. See next response.

2) Approval of 6-Basin Coordinator staffing Approach

By: October 1, 2001

% Complete & Status:

Because of budgetary issues, IDEM is not now pursuing creation of these additional position. However, IDEM is pursuing the creation of four IDEM staff persons to assist in watershed planning and has realigned the Office of Water Quality to place all planning and implementation activities associated with watershed (absent NPDES) within one branch for better coordination and effectiveness.

3) Complete Total Maximum Daily Loads (TMDL) scheduled for 2002 and 2003 and submit to EPA**Measures:**

- FY 2002: Five segments in the Grand Calumet/Indiana Harbor Ship Canal
- FY 2003: 16 segments (contracting)
- Fall Creek - one impairment: Final TMDL report due May15, 2003
- Pleasant Run - one impairment: Final TMDL report due May15, 2003
- Three segments White River in Marion County - three impairments: Final TMDL report due June 21, 2003
- Three segments White River Muncie to Marion/Hamilton County line – three impairments: Final TMDL report due August 22, 2003
- The Kankakee River - one impairment: Contract should be signed by end of 2003
- Three segments of the Little Calumet - four impairments: Final TMDL report due July 21, 2003
- Burns Ditch - one impairment: Final TMDL report due August 21, 2003
- Salt Creek - one impairment: Final TMDL report due August 21, 2003
- Lake Michigan Shoreline - one impairment: Final TMDL report due August 22, 2003
- Trail Creek - one impairment: Final TMDL report due May 31, 2003

By: June 30, 2003

% Complete & Status:

Work on the Grand Cal/Indiana Harbor Ship Canal TMDL is 70% complete but delays have moved delivery of the draft TMDL report to September 2003. Work on Pleasant Run, Fall Creek and White River in Indianapolis TMDL are nearly complete. The contracts for Salt Creek, Burns Ditch, Little Calumet, Lake Michigan and Trail Creek have been signed and the work is ongoing. Kankakee River is currently not moving forward due to resource issues.

4) Total Maximum Daily Load (TMDL) listing and de-listing rule adopted and implemented

By: January 1, 2003

% Complete & Status:

25% complete. Project is delayed. USEPA has withdrawn the 2000 TMDL rule and is working on a revised rule. USEPA's action on this will potentially push back the due date for Indiana's TMDL rules.

5) Consider and implement selected suggestions proposed by the Total Maximum Daily Load (TMDL) Advisory Group

By: June 30, 2003

% Complete & Status:

25% complete. Project is delayed (see above.) One of the main issues the TMDL advisory group is working on is providing IDEM with recommendations on the TMDL listing and de-listing process and rule. The group provided IDEM with recommendations on the 2002 listing process, and IDEM has utilized these recommendations to the practical extent possible; however, the withdrawal of the EPA 2000 TMDL rule has delayed the completion of providing recommendations on the rule. The TMDL advisory group has continued to meet to assist in the 2004 303d listing process and on other TMDL related issues..

6) IDEM water quality monitoring strategy

Update and revise IDEM's water quality monitoring strategy to conform to USEPA's new guidance of 10 elements of an adequate state ambient water monitoring and assessment program

By: June 30, 2003

% Complete & Status:

80% complete. Surface water complies with eight of 10 elements. Ground water and wetlands need to be added.

7) Review watershed approach progress and identify next steps

By: June 30, 2003

% Complete & Status:

Office of Water Quality has completed a realignment of the Office to place all watershed related planning and implementation activities, outside of NPDES, within one branch. The Watershed Branch will now drive all watershed grant, non-point source plan, TMDL and related work, excepting for NPDES and water quality assessment work.

a) Review Draft Watershed Framework, dated May, 2000

By: January 1, 2003

% Complete & Status:

Office realignment has replaced the May 2000 framework.

b) Evaluate Progress Toward Watershed Approach

By: March 1, 2003

% Complete & Status:

See above.

c) Make Recommendations for Next Steps

By: June 30, 2003

% Complete & Status:

None needed at this time.

B) Wet Weather

1) All 104 Combined Sewer Overflow (CSO) communities with CSO Long Term Control Plan (LTCP) required in National Pollution Discharge Elimination System (NPDES) permit

By: January 1, 2002

% Complete & Status:

100% complete. All CSO communities in Indiana are in compliance with the National CSO Policy by having CSO requirements in a permit order or decree.

2) Develop Long Term Control Plan (LTCP) review protocol and checklist

By: October 1, 2001

% Complete & Status:

100% complete. Staff attended USEPA training on the LTCP Review Procedure in February 2002. A checklist has been developed and is currently being utilized.

3) Implement the Long Term Control Plan (LTCP) review process for all LTCPs

By: December 1, 2001

% Complete & Status:

In progress. Completeness reviews of submitted plans is ongoing. Currently, 71 plans have been received, and all Completeness Reviews are finished. Detailed reviews are underway for 17 LTCPs.

4) Audit 24 Combined Sewer Overflow (CSO) communities on Long Term control Plan (LTCP) implementation

By: January 1, 2003

% Complete & Status:

0% complete. Of the 104 CSO communities in Indiana, 71 have submitted LTCPs. All submitted LTCPs have undergone a cursory completeness review. 17 of the 71 submitted LTCP's have undergone in-depth review and comment letters were prepared requesting additional information. It is not possible to inspect for LTCP compliance until LTCPs are fully approved and permits, orders or decrees are issued requiring implementation.

5) Municipal Separate Storm Sewer System (MS4) Phase II Storm Water Rule implemented

By: March 31, 2003

% Complete & Status:

99% complete. OWQ has developed three separate rules to comply with the federal Phase II Storm Water Rule. Rule 5 has been revised to incorporate the reduction to 1-acre land disturbing activities. Rule 6 has been revised to provide for no-exposure exemptions. Rule 13 is a new rule for designated MS4 communities. External Workgroup meetings were held August 2001 through October 2002. All rules have been final adopted and Rule 13 is fully effective, Rules 5 and 6 will be effective about November 2003. The initial NOIs for Rule 13 are required by November 2003.

6) Complete and Implement Overloaded Facilities Policy

By: September 1, 2001

% Complete & Status:

This effort has been replaced by: 1) a now-effective Non-Rule Policy Document on implementing sewer construction rule for CSO communities; 2) a Board-directed rulemaking, soon to begin, to establish criteria for imposing a sewer ban or early warning on CSO communities that are not properly 'planning' or 'implementing' LTCP.

7) Complete Combined Sewer Overflow (CSO) Notification Rulemaking

By: May 1, 2002

% Complete & Status:

100% complete. The CSO notification rule was final adopted by the Water Pollution Control Board in January 2003. It became effective May 9, 2003.

C) Smaller System Compliance Strategy**1) Develop Small Operations Strategy (SOS) Plan to identify and evaluate systems with operational and compliance problems.**

By: October 1, 2001

% Complete & Status:

The Strategy is 100% complete. Due to the state budget situation and the strategic hiring restrictions, implementation of the plan is on indefinite hold.

2) Screen and prioritize systems with identified problems based on health and environmental problems.

By: October 1, 2001

% Complete & Status:

See Above.

3) Identify and develop tools to be used in assisting small systems including financial, management and technical components. Also, develop criteria and source for the Financial Assistance Fund.

By: December 1, 2001

% Complete & Status:

See above.

4) Develop system to quantify health and environmental improvements, to target appropriate facilities for compliance efforts and a targeted number for assistance efforts.

By: December 1, 2001

% Complete & Status:

See above.

5) Assist at least 36 small systems in water, wastewater or both.

By: June 30, 2003

% Complete & Status:

0% complete. Delayed due to budget constraints and hiring restrictions.

D) Implement Water Quality Standards (WQS) for Point Sources and Update/Revise WQS per Senate Enrolled Act (SEA) 431 and Triennial Review**1) Finalize schedule for National Pollution Discharge Elimination System (NPDES) decisions**

By: July 1, 2001

% Complete & Status:

100% complete. IDEM is currently in the process of revising approach to focus on major NPDES permits that have been administratively extended for more than a year and is working with EPA on that approach.

2) Revise necessary National Pollution Discharge Elimination System (NPDES) permit issuance policies

By: October 1, 2001

% Complete & Status:

80% complete. Operating procedures and policies continue to be revised and/or developed.

3) Develop Workplan for Senate Enrolled Act (SEA) 431 and Triennial Review Rules

By: September 1, 2001

% Complete & Status:

100% Complete. The ongoing Triennial Review Process and TMDL Advisory Group Process encompasses (and the CSO Notification Rule) encompass all the required actions from SEA 431. As noted earlier, the TMDL listing methodology rule is delayed pending further federal action.

4) Implement Rules Work schedule and Complete

By: June 30, 2003

% Complete & Status:

30% complete. The information in the above task has been used to prioritize and finalize a schedule for Triennial efforts. Discussions with stakeholders regarding the rulemaking process on this effort have been initiated. A stakeholders' steering committee has met June 24, 2002, August 15, 2002, October 3, 2002, December 10, 2002 and March 19, 2003. From these meetings, four workgroups were established: Mercury, Antidegradation/OSRW, E. coli and Fast Track. Workplans have been finalized for all the workgroups. The steering committee has asked all workgroups to develop a schedule of rulemaking activities. First Notices have been published for all four workgroups. From these meetings stakeholders are able to give input on key issues and rulemaking processes.

5) Develop new National Pollution Discharge Elimination System (NPDES) reporting database to reduce reliance on federal Pollution Control Systems (PCS)

By: January 1, 2003

% Complete & Status:

Work is underway on a compliance tracking system to supplement PCS. Other work has been delayed due to current state budget situation. Waiting on central data standard (CDX) from EPA. Possibility to adopt ICIS EPA's initiative expected to be available in 2003.

6) Implement new NPDES reporting database

By: June 30, 2003

% Complete & Status:

0% complete. Will follow above task.

E) Protecting Wetlands

1) *Develop rule language for State Wetlands Permit*

By: September 1, 2001

% Complete & Status:

50% complete. Project is delayed. IDEM conducted a series of focused workgroup sessions with stakeholders in July, August, and September to solicit comments on this proposed rule language. This rule language is incorporated into the 401 WQC rule. A second notice draft was published in the Indiana Register on October 1, 2001. The wetland rules package, including wetland WQS and authorization and procedures for issuing state wetland permits, and 401 Water Quality Certifications was preliminarily adopted by the Water Pollution Control Board in February 2002. During 2002, the Indiana General Assembly discussed the issues of wetland regulation, isolated wetlands, and the statutory definition of private ponds in a summer study committee called the Environmental Quality Service Council (EQSC). The EQSC put forth a series of recommendations that spurred the introduction of two pieces of legislation during the 2003 session. The two bills sought to create a program to regulate isolated wetlands, with certain conditions, and set up different approaches for mitigation banking. Although one bill was passed by the General Assembly, it was subsequently vetoed by the Governor due to overly broad exemptions and loopholes from permitting requirements. Governor O'Bannon directed IDEM, the Office of the Commissioner of Agriculture, and the Department of Natural Resources to establish a Taskforce to address issues related to wetland regulation.

2) *Adopt and Implement new Wetland Water Quality Standards (WQS), State permit and 401 Water Quality Certification (WQC)*

By: January 1, 2002

% Complete & Status:

50% complete. Project is delayed. See above task.

3) *Develop and Implement Wetland Compliance and Enforcement Plan*

By: January 1, 2002

% Complete & Status:

0% complete. Project is delayed. Due to the delay mentioned above with the rulemaking and uncertainty created by a state court case challenging state authority for projects in isolated wetlands.

4) *Develop Wetlands Monitoring Strategy*

By: June 30, 2002

% Complete & Status:

0% complete. Delayed. Development of the wetlands monitoring strategy is dependent upon the adoption of the wetland standards rule. As mentioned above, the rulemaking effort has been delayed, and, as a result, this effort will be delayed as well.

F) Increase Focus on Groundwater Protection

1) *Request adoption of Ground Water Quality Standards (GWQS)*

By: July 1, 2001

% Complete & Status:

100% complete. The Water Pollution Control Board adopted the GWQS rule on August 8, 2001, and it became effective March 6, 2002.

2) Develop a process to evaluate IDEM programs for implementation of the Ground Water Quality Standards (GWQS)

By: December 1, 2001

% Complete & Status:

65% complete. A process for implementation of the GWQS was discussed with the GWTF, and action items were defined. OWQ and OLQ are working in partnership to initiate this process at IDEM. We are reviewing the agency rulemaking schedules to identify rules being developed that may need to incorporate the GWQS.

3) Begin implementation of process for integration of the Ground Water Quality Standards (GWQS) into IDEM program rulemaking

By: January 1, 2002

% Complete & Status:

65% complete. OWQ and the Office of Land Quality are working in partnership to implement this process at IDEM. We are continuing in-reach on the GWQS and are reviewing the agency rulemaking schedules to identify rules being developed that may want or need to incorporate the GWQS.

4) Analyze existing data to develop groundwater monitoring strategy

By: March 1, 2002

% Complete & Status:

35% complete. An overview of ground water data has been collected by IDEM and presented to the Ground Water Task Force (GWTF.) Sources of GW data are being summarized. We are coordinating within the agency to ensure a process is developed for collecting and managing the data that is compatible with the agency's overall data management strategy.

5) Work with Ground Water Task Force (GWTF) to coordinate application of IDEM process to implement the ground water quality standards (GWQS) into ground water programs of other state agencies

By: December 1, 2002

% Complete & Status:

60% complete. A process for implementation of the GWQS was discussed with the GWTF, and action items were defined. OWQ and OLQ are working in partnership to finalize this process at IDEM. We are reviewing the agency rulemaking schedules to identify rules being developed that may need to incorporate the GWQS. Additionally, as requested, we are providing input to Department of Natural Resource and Indiana State Department of Health as they incorporate the GWQS into their rules. IDEM is working with the GWTF to update the State's ground water strategy to help prioritize future activities. A workgroup was convened and has met twice to identify priority ground water protection activities, which may require incorporation into rules for implementation.

G) Retain Primacy for Safe Drinking Water Act Program

1) Source Water Assessment reviews - 3600 Public Water Supply (PWS) Completed

By: June 6, 2004
(2000 completed By: June 30, 2003)

% Complete & Status:

60% complete. Contracts with IGS and USGS are secured, and they have begun collecting and correcting the data needed to accomplish the SWAs. Contracts for key fieldwork needed to complete the SWAs were executed March 13, 2002, and data collection and correction has begun. We expect the first completed assessment by the end of March 2003, and all assessments for non-transient systems to be complete by June 2003.

2) Wellhead Protection (WHP) Reviews - 200 completed

By: June 1, 2002

% Complete & Status:

100% complete. Progress is steady on WHP plan reviews. We have added staff to work on reviews, and have finalized contracts for additional plan reviews. To-date, 104 WHP plans have been approved, and more than 300 have been reviewed, but need revisions before they can be approved. The added resources, including assistance from the Office of Land Quality and the use of contractors, has allowed continued progress on these reviews.

3) Develop Drinking Water Staffing Package

By: July 1, 2001

% Complete & Status:

100% complete. The revised staffing package has been developed; however, finalization of the package will be dependent upon the state fiscal situation and the strategic hiring restrictions. IDEM is working with the National Asian Pacific Counsel on Aging (NAPCA) and EPA to bring Senior Environmental Employee Positions (SEEP) to the Drinking Water Program to assist with implementation of the SDWA. EPA has given the approval to use the set aside money to hire SEEP Employees. The DWB has hired 5 SEEP employees so far.

4) Approval of Drinking Water Staffing Package

By: October 1, 2001

% Complete & Status:

IDEM received approval by the General Assembly and Governor on a new drinking water system fee schedule that will be phased in over 3 years, beginning July 1, 2004. This new fee schedule will ultimately generate \$2M/year. The existence of this schedule will help facilitate approval of a new staff package to increase resources this fall. Also, we have been successful in using set-aside money to hire SEEP Employees. EPA approved the use of set aside money in September 2002 and the DWB has hired 5 SEEP Employees so far. The total anticipated SEEP Employees working for the DWB Program will be up to 10.

5) Implement Capacity Development for 50 community systems

By: June 30, 2002

% Complete & Status:

30% complete. Specific systems have not been identified. However, staff are performing capacity building 50 systems. Additionally, Capacity Development efforts are focused on improving system security. Achieving this goal is dependent on the staffing package approval and the amount of resources that must be redirected to water system security. IDEM will use SEEP positions funded through the DWSRF Set-Aside to assist with this activity when the positions become available.

6) Adopt and implement new rules under the Safe Drinking Water Act

Complete within 2 year primacy extension.

% Complete & Status:

100% complete. We have three new rules that were finally adopted by the Water Board during the December 2002 Meeting. These rules are the Interim Enhanced Surface Water Treatment Rule (IESWTR), Stage1 Disinfection/Disinfectant By Products Rule (D/DBP), and the Filter Backwash Rule. We intend to submit the primacy applications for all these rules by February 2003. New federal rules on Long Term Enhanced Surface Water Treatment Rule (LT1ESWTR), Arsenic rule, and Radionuclides Rule became effective on February 13, 2002, February 22, 2002, and December 8, 2003, respectively. IDEM has two years from the effectivity of these rules to adopt a similar rule.

ARCHIVED JULY 31, 2003

2. REDUCE TOXICS

Priority Leads

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Introduction

The presence of toxic chemicals in our air, water and land is a direct threat to human health, especially for our children, whose behaviors and developing bodies make them more vulnerable to the effects of harmful chemicals. Working with those who want to do their part for the environment and taking enforcement action against those who do not, we have significantly reduced the amount of toxics in our environment in recent years. Our goal is to accelerate that progress by planning and assessing the toxics work done throughout Indiana, focusing on specific Indiana pollutants in relation to geographic areas of the State where toxic loadings are high, further implementing toxic reduction programs, and focusing on children's environment.

A) Planning & Assessment

1) *Toxics reduction efforts coordination*

Develop internal agency structure to coordinate toxics reduction efforts across the agency, including forming a "risk advisory committee" and designating a lead staff person.

By: September 1, 2001

% Complete & Status:

100% complete. Reducing Toxics Coordinator was established October 1, 2001, but has since left the agency. Manager has taken over the Risk Advisory Committee/Coordinator position. Risk Advisory Committee was formed with technical and policy representation from each major program area (i.e., Air, Land, Water, Pollution Prevention, and Planning and Assessment.) The committee has met seven times. All program areas have drafted a list of 10 items that make the top of the list relative to "toxics" from their program area. Committee put together an overall agency-wide potential "toxics/areas of concern" list and will be finalizing as a part of the EnPPA process. Working closely with Janet McCabe and Tim Method on implementation in the next EnPPA.

2) *Address specific pollutants*

Identify pollutants that pose risks to public health and the environment through a cross-media review, and identify agency initiatives to address them.

- a) Conduct integrated analysis of results of ToxWatch study, National Air Toxics Assessment, Cumulative Risk Initiative, Toxics Release Inventory, Office of Water Quality metals sampling and other screening tools to identify pollutants, industries, or geographic areas of concern.

By: June 30, 2002

% Complete & Status:

100% complete. This analysis was completed as part of the SEA 259 analysis. OAQ will continue to work with the IDEM Risk Advisory Committee to integrate this analysis with analyses conducted by other programs.

- b) Develop and implement agency initiatives to address sources of such pollutants, using pollution prevention, technical assistance, rule changes, compliance, and other available tools.

By: June 30, 2003

% Complete & Status:

100% complete. Toxics priorities have been identified for the 2003-2005 EnPPA.

3) **Mercury Assessment and Evaluation**

- a) Using assessment tools such as data gathering and analysis, provide valuable/key information to IDEM's mercury water quality planning efforts as part of a regional and local strategy. Data would include the United States Geological Survey (USGS) / IDEM mercury monitoring project, trace metals sampling in surface water, fish tissue sampling data and other efforts identified below. [4)d)2)c) on OPA update]

By: December 31, 2002 / June 30, 2003

% Complete & Status:

100% complete. USGS/IDEM Monitoring Program for Mercury in Precipitation in Indiana data continues. Currently, 1 1/2 years of data has been collected and is being statistically analyzed by USGS and IDEM's Office of Air Quality personnel. All data has been provided to the Mercury Workgroup members, and a subset has been provided to interested community members. Data summaries for fall 2000-Fall 2002 are also available to the public via the IDEM and USGS web sites. A new agreement was finalized in the past quarter allowing the USGS/IDEM partnership to continue.

- b) Research available information and identify key mercury contributors in Indiana and assemble best available mercury inventory. Each office will assume lead for air, water and land releases respectively. [4)d)2)d) on OPA update]

By: December 31, 2002

% Complete & Status:

75% complete. A draft document is now available. Mercury inventory data collection continues. Due to staff reduction, this priority is behind schedule. This priority will carry over into the next EnPPA.

- c) Working with other states and EPA, identify strategies to address areas of mercury exposure and future education efforts. [4)d)2)e) on OPA update]

(1) **Develop interim goal**

By: June 30, 2002

% Complete & Status:

100% complete - ongoing. OPA representatives continue to actively participate on a Mercury Retirement Conference Steering Committee coordinated by NEWMOA. OPA is considering applying for a Persistent Bioaccumulative Toxic (PBT) grant from EPA to enhance the mercury component of the vehicle salvage yard initiative. The intent is to develop goals based on other successful strategies and the mercury inventory mentioned in above. IDEM participating in ECOS mercury workgroups on mercury and engaging many other states along the Binational Toxics Strategy Team. Through these national groups, Indiana is setting goals.

(2) **Develop final strategy**

By: June 30, 2003

% Complete & Status:
See above task.

- d) Continue to limit direct exposure to mercury through education, compliance assistance activities and responding to emergencies. These include working with schools, hospitals, dental offices, heating, ventilation and air conditioning contractors/wholesalers, pharmacies and others. [4)d)2)f on OPA update]

Ongoing: — Through June 30, 2003

% Complete & Status:
100% complete. OPA and OPPTA continue to work with schools, hospitals, HVAC wholesalers/contractors, and dental offices. 307 schools have pledged to become mercury-free and to recycle their mercury-containing items through the M.A.P. An elemental mercury collection was held in April 2003, which resulted in collecting more than 241 pounds of mercury from Indiana dentists.

4) **Conduct ambient air monitoring for toxics**

- a) Continue permanent urban air toxics monitoring sites, using TO15 analyst list.

Deadline: ongoing

% Complete & Status:
100% complete. All sites are operational.

- b) Complete toxics “supersite” at Indianapolis Washington Park monitoring station.

By: December 31, 2001

% Complete & Status:
100% complete. All equipment is in place, and monitoring has begun at the Washington Park site.

- c) Implement further monitoring efforts upon final recommendations from Air Toxics Advisory Group (ATAG) and review of information identified through b) above-listed task.

By: To be determined.

% Complete & Status:
100% complete. OAQ is proceeding with additional toxics monitoring projects as determined by the SEA 259 report and other factors.

B) **Implement Toxic Reduction Programs**

1) **Toxic Release Inventory (TRI)**

Develop pollution prevention, assistance and compliance/enforcement strategy for major Toxic Release Inventory (TRI) increases, focusing top reporters and top reported chemicals; prioritize TRI reported substances for future regulatory and non-regulatory considerations; and evaluate compliance of TRI reporters.

By: June 30, 2002

% Complete & Status:
100% complete.

2) **Fiberglass and reinforced plastic manufacturing Compliance and Enforcement Efforts**

- a) Identify and inspect at least 15 sources that have not been notified of compliance with the styrene rule and target those sources for inspection through the Northern Regional Office area.

(1) Identify sources

By: January 30, 2002

% Complete & Status:

100% complete. Fifteen (15) sources targeted for inspection based on their failure to submit an initial notification or previous compliance history have been inspected.

(2) Complete inspections

By: June 30, 2002

% Complete & Status:

100% complete. Twenty-two (22) sources have been inspected. A compliance checklist has been developed and is currently under review. A Compliance/Enforcement Referral Guidance has also been completed.

- b) Coordinate an enforcement strategy for non-compliance with the styrene rule that would include development of Compliance/Enforcement Referral Guidance and potential enforcement strategies.

By: January 30, 2002

% Complete & Status:

100% complete. The guidance has been completed.

3) Outreach and compliance programs for Public Water Supply Systems

Implement outreach and compliance programs for Public Water Supply Systems on all Drinking Water toxics rules with emphasis on new lead and copper rules to ensure the requirements, including monitoring, are understood and met.

By: June 30, 2002

% Complete & Status:

100% complete. New information, such as fact sheets and outreach materials on lead and copper revisions, were sent to all Public Water Systems (PWS) on July 13, 2001. The Drinking Water Branch (DWB) is tracking all reporting requirements on the revised rule and will pursue appropriate enforcement actions when violation occur. DWB staff continues to assist PWS with and issues on the revised rule (assistance provided via phone calls and by fax.) DWB staff also provides routine presentations on the revised rule during conferences and regional seminars held by water works associations. The last presentation was made to the Indiana Rural Water Alliance members in October 2001.

4) Develop and implement a radon awareness program

- a) Develop a plan to improve data management.

By: November 30, 2001

% Complete & Status:

25% complete. We have created a radon web page and integrated radon information into agency outreach efforts such as Tools for Schools and the 5 Star childcare program. A new grant request is currently at the United State Environmental Protection Agency (USEPA) Region 5 undergoing review. This project will continue into the next EnPPA.

- b) With stakeholder input, develop two-year plan for radon awareness program.

By: June 30, 2003

% Complete & Status:

Due to staffing and other resource constraints, the scope of this project has changed, and we have submitted a grant amendment to the USEPA.

5) BP Amoco Consent Decree settlement dollars

With public input, determine projects for spending BP Amoco Consent Decree settlement dollars. Develop a funding plan and implement it.

By: January 31, 2002

% Complete & Status:

100% complete. 21 project proposals were received, with 9 selected for funding. Work to develop MOUs with selected parties and oversee implementation will continue into the next EnPPA cycle.

6) Cumulative Risk Initiative (CRI)

Work with USEPA to complete the Cumulative Risk Initiative (CRI). Using CRI data about air quality in Lake County, explore the possibility of targeted voluntary emission reductions from local industries.

By: June 30, 2002

% Complete & Status:

10% complete. EPA still reviewing draft report from Argonne Laboratories.

7) Lake County Lead Abatement Task Force

Help the Lake County Lead Task Force provide education and outreach to the community. Present training opportunities to health departments and contractors regarding interim controls and case management.

By: June 30, 2002

% Complete & Status:

100% complete - ongoing. Attending all Lake County Lead Abatement Task Force committee meetings; co-chairing all interim controls subcommittee meetings.

8) Northwest Indiana Diesel Initiative

- a) Produce report of activities to date, including results of recent survey and recommend next steps.

By: August 31, 2001

% Complete & Status:

100% complete.

- b) Participate in coordinated effort between the Northwest Diesel Workgroup and USEPA's diesel initiative, and report on status quarterly.

Ongoing

% Complete & Status:

100% complete.

C) Protect Children's Health

1) Integrated Pest Management

- a) Finish pilot program with childcare facilities and schools.

By: December 31, 2001

% Complete & Status:

100% complete. The three pilot schools and four pilot childcare facilities programs are now completed.

- b) Publish the final report of the pilot facilities.

By: June 30, 2002

% Complete & Status:

100% complete. Final report was completed June 27, 2002.

- c) Implement the models at schools and childcare facilities.

By: June 30, 2003

% Complete & Status:

100% complete. The contractor has turned in the executive summary, which is under internal IDEM review.

- d) Develop an outreach plan to reach additional childcare facilities on implementing IPM.

By: June 30, 2002

% Complete & Status:

100% complete. The executive summary is complete. The press event to announce the completion was November 14, 2002.

- e) Implement the outreach plan to reach additional childcare facilities on implementing IPM.

By: June 30, 2003

% Complete & Status:

100% complete.

- f) Evaluate the possibility of working with Indiana's experts in Turf Management and the Indiana State Chemist's Office to arrange training in schools and childcare facilities on IPM Workshops on the outside of the buildings.

By: December 31, 2001

% Complete & Status:

100% complete. IDEM, Purdue, and the State Chemist Office hosted two workshops on Turf Management / Landscape that covered outdoor Integrated Pest Management (IPM.) Purdue is also investigating the possibility of conducting IPM (integrated pest management) workshops in the summer of 2002. Additional workshops will depend on funding issues.

- g) Complete three Turf Management and Landscape Management Plans, and implement IPM on the outside workshops throughout Indiana.

By: December 31, 2002

% Complete & Status:

100% complete. See above task.

- h) Develop a draft IPM curriculum for children pre K-6. By June 2003, finalize and implement a plan to distribute the curriculum to childcare facilities.

By: June 30, 2002

% Complete & Status:

75% complete. Field testing successful - a working draft is in the review process.

2) Asthma (OPA)

- a) Develop an educational piece targeting parents about the environmental triggers for asthma.

By: December 31, 2001

% Complete & Status:

100% complete. The asthma bookmarks are available and can also be found on the web.

- b) Investigate the possibility of a continuing outreach piece addressing some of the environmental triggers of asthma in more detail to be distributed to parents, health care professionals, and schools.

By: June 30, 2002

% Complete & Status:

100% complete. IDEM and ISDH jointly applied for a CDC and EPA asthma grant. We have received verbal confirmation that we did receive both of the grants. We are awaiting written confirmation.

- c) Develop two detailed educational pieces about the environmental triggers of asthma.

By: February 28, 2003

% Complete & Status:

100 % complete. The outreach material will be funded by the USEPA Region 5 grant. The Environmental Quality Committee of the Indiana Joint Asthma Coalition will develop the outreach piece. The finished product must be completed by September 30, 2004. The Workgroup is currently researching material for the final product.

- d) Finish the study of asthma and ozone that the Hoosier Environmental Council conducted.

By: December 31, 2001

% Complete & Status:

100% complete.

- e) Analyze the study and develop a plan to distribute the information.

By: December 31, 2002

% Complete & Status:

100% complete. IDEM and HEC have scheduled a meeting to discuss a distribution plan to put the report on the web, making it available to other states and/or researchers.

3) Lead (OPA)

- a) Complete summary and assessment of data collected from the 2000 Safer Families Project and focus outreach efforts on areas on the top ten items to protect your family against lead. Present results of the data to various groups.

By: June 30, 2002

% Complete & Status:

100% complete. The 'Lead Safe Families for 2000' final report is now complete and available on the Web. The final draft was presented at the Indiana Lead-Safe Conference on November 9, 2001. Letters announcing the completion were sent to all lead risk assessors and Lead-Safe Conference attendees.

- b) Complete free lead risk assessment training for health departments throughout the state.

By: September 1, 2001

% Complete & Status:

100% complete. OAQ has extended the time that training is to continue because funds are still available. The contract has been extended through May 2002. To-date, eight training classes have been offered.

- c) Partner with the Indiana Family and Social Services Administration (FSSA) on the Windows of Opportunity project and assist where needed.

By: December 31, 2002

% Complete & Status:

Project was not funded for FSSA (Family and Social Services Administration); therefore, this priority will not be completed. EPA, IDEM and FSSA have put this project on hold until there are resources to conduct this project.

4) Develop a plan for future children's initiatives

- a) Working with the USEPA, IDEM will identify future focus areas and evaluate our level of involvement on national, regional and local levels

By: June 30, 2002

% Complete & Status:

100% complete - ongoing.

- b) Implement new projects.

By: June 30, 2003

% Complete & Status:

100% complete - ongoing.

3. COMMUNICATING WITH COMMUNITIES

Priority Leads

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Introduction

This priority focuses on enhancing IDEM's efforts and ability to give communities and staff the environmental information they need; putting it in easily accessible, easy-to-understand formats; and getting feedback about what information is needed and how best to disseminate it.

A) Making Information Available

1) Agency Records

- a) Implement standard agency method for responding to requests, and begin staff training.

By: December 1, 2001

% Complete & Status:

100% complete. Developing standard agency method for responding to requests. Implementation may be slightly less than 100% due to unfamiliarity with the method by some isolated staff. Basic training of staff has been completed for all programs and offices in the agency except some parts of OWQ, OLQ, OMBA and the Regional Offices. .

- b) Monitor success through tracking system to ensure continued timely response.

By: December 1, 2002

% Complete & Status:

Fiscal constraints have prevented the final development and implementation of the computerized tracking system designed by the Public Records Managers for public record requests. However, the Central File Room and the Public Records Managers have improvised to manually track their own respective receipt and responses to record requests. This decentralized, manual system is 100% complete. The Public Records Managers will work to adapt this manual system into a centralized system when funds to do so become available.

2) Bi-Lingual Documents/Interpreters

- a) Provide Simultaneous Translation Service for staff.

By: December 1, 2001

% Complete & Status:

Priority has been cancelled due to budgetary issues per Chief of Staff.

- b) Evaluate additional agency translation needs.

By: March 1, 2002

% Complete & Status:

NA until above is completed.

3) Fact Sheets

Develop standard fact sheets on environmental issues and controversial subjects to be used by the staff as well as the public.

By: June 2002 — 50 fact sheets

% Complete & Status:

100% complete. More than 50 fact sheets have been published on the MACS' Web site.

4) Feedback

Develop process for receiving comments on the website, bi-lingual services, publications and general services provided by the agency.

By: March 2002

% Complete & Status:

100% complete. Information / comments concerning agency services are now funneled through the common email address and handled accordingly. Comments can be provide at info@dem.state.in.us.

5) Website

- a) Continue to track most-requested pages. Develop quarterly report to identify pages recommended for removal, including number of hits per page.

By: December 1, 2001

% Complete & Status:

100% complete - ongoing. A database was developed to facilitate the clean up of the agency's Web site. The decision during the clean-up phase about whether to retain HTML pages was left solely to program areas. Posting rights were returned to all major program areas.

- b) Create feedback mechanism for improvement

By: December 1, 2001

% Complete & Status:

100% complete. A workgroup was established to gather feedback and develop a proposal for implementing changes in how the agency manages the Web site. That recommendation has been made to IDEM senior staff.

B) Education/Outreach**1) Speakers Bureau**

- a) Identify staff and stakeholders.

By: December 1, 2001

% Complete & Status:

100% complete. Speakers and topics have been posted on IDEM's website and are available for public consumption.

b) Develop Marketing Strategy

By: February 1, 2002

% Complete & Status:

N/A until above is completed and site is fully functional on Web site.

c) Create and schedule first outreach appearances.

By: April 1, 2002

% Complete & Status:

N/A until above is completed and site is fully functional on Web site.

2) Mobile Classroom**a) Evaluate need for and explore possible use of existing vehicles.**

By: September 1, 2001

% Complete & Status:

100% complete. Use of existing vehicles explored. Most likely candidate for a vehicle turned out to have significant water damage. A requisition for purchasing a vehicle was also prepared and eventually stopped due to budget constraints. IDEM applied for a 2002 USEPA Environmental Education Grant to cover the cost.

b) Develop presentations to show children how they affect the environment and how IDEM's work impacts the environment.

By: June 30, 2003

% Complete & Status:

100% complete.

3) Environmental Justice**a) Educate Communities about Environmental Issues, Public Participation, IDEM Roles/Responsibilities.****(1) Develop presentation module for IDEM and communities to use to educate public**

By: August 1, 2001

% Complete & Status:

100% complete.

(2) Publish guides (internet & print)

By: September 1, 2001

% Complete & Status:

100% complete. Both full-length and shortened versions of the "IDEM's Guide for Citizen Participation" have been completed by MACS. The full-length version has been translated into Spanish. PDF versions of both Guides have been produced and are online, accessible from the IDEM Environmental Justice webpage at: <http://www.in.gov/idem/environmentaljustice/>. Work on the HTML version has begun.

- (3) Implement/ make workshops available
- By: October 1, 2001
- % Complete & Status:**
100% complete. Pending protocol finalization, these meetings have been placed on hold.
- b) Develop EJ Training for IDEM
- (1) Perform initial agency-wide EJ training.
- By: July 1, 2001
- % Complete & Status:**
100% complete, but we will be offering one additional training opportunity.
- (2) Initiate formal training.
- By: August 1, 2001
- % Complete & Status:**
100% complete. Approximately 80% of IDEM staff attended training.
- c) Ensure Affected parties have Opportunity to Communicate Concerns in IDEM Decisions. Draft, with affected community input, protocol for IDEM facilitation of environmental disputes.
- By: September 1, 2001
- % Complete & Status:**
80% complete. A draft protocol has been completed and is awaiting final review.

C) Internal Information Integration

1) **Shared Drive vs. Intranet**

Evaluate the need for an Intranet system or reorganizing the Shared Drive – Pros, Cons, Cost.

By: December 1, 2001

% Complete & Status:
100% complete. The workgroup evaluated three options: the Shared Drive, the GroupWise's Document Management System, and an Intranet. The matrix developed showed as the DMS best option at this time. Co-leads prepared to share findings at first opportunity.

2) **Online Permitting**

- a) Continue working with the program areas to convert agency forms to fillable PDF format. Retain a liaison between State Forms Management and the program areas for the production of new permit application forms, and for the maintenance of revised, Forms Management approved permit application forms.

Ongoing

% Complete & Status:
100% All moderate- to-high volume permit application forms are now online in PDF format. Fifty-two (52) of these now reside on the ICPR state forms website, up from 14 in mid-2001, when IDEM entered into this EnPPA agreement.

- b) Revise the following OAQ lead and asbestos permit and license application forms:

- Application for Individual Asbestos License
- Notification of Asbestos Demolition and Renovation Operations

- Application for Individual Lead License
- Notification of Lead Abatement Activity
- Application for Asbestos Contractor License
- Application for Lead Contractor License
- Application for Lead-Based Paint Training Course Provider Approval
- Application for Duplicate Lead License
- Application for Duplicate Asbestos License
- Application for Asbestos Training Course Provider Approval

By: February 1, 2002

% Complete & Status:

Asbestos forms: 100% complete. This task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

c) Finish the OAQ Title V permit application package (approx 300 pages)

By: June 1, 2002

% Complete & Status:

30% complete. This task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

d) Revise solid waste permit application forms and form packages, as follows:

- Solid Waste Minor Modification Application Packet-Land Disposal Facilities
- Solid Waste Minor Modification Application Packet-Processing Facilities
- Solid Waste Closure Plan/Post-Closure Plan Forms & Instructions
- Solid Waste Facility Permit Fee Transmittal Form #47215
- Solid Waste Facility Permit Transfer Application
- Municipal Solid Waste Transfer Activities Disclosure Statement SWF-16

By: August 1, 2002

% Complete & Status:

0% complete. This task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

e) Revise the following miscellaneous OLQ permit application forms:

- Wastewater Disposal Permits (3 types)
- Land Application - Site Permit
- Land Application - Marketing & Distribution Permit
- Off-Site Storage for Biosolids and Industrial Wastes
- Agricultural Lime Substitution
- Solid Waste Minor Mod for Land Disposal
- Solid Waste Minor Mod for Processing Facilities
- Waste Tire Transporters

- Confined Feeding
- Waste Tire Processors
- Waste Tire Storage

By: January 1, 2003

% Complete & Status:

0% Complete - this task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

- f) Revise the following miscellaneous OWQ permit application forms:

- Storm Water Construction Rule 5 NOI
- Industrial Stormwater Rule 6 NOI
- Notice of Intent Rules 7-12
- Industrial Wastewater Construction Applications
- Municipal Wastewater Construction
- Sewer Construction Application
- New Well Site Application
- 401 Water Quality Cert
- Industrial Wastewater Construction Application
- Municipal Wastewater Construction Application
- Sewer Construction Application

By: July 1, 2003

% Complete & Status:

100% complete. SW Rule 6 NOI, Rule 13 forms (12 total) - this task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

3) **Data Integration**

Agency Enterprise Data System

- a) Develop a plan and assess our agency efforts to bring all agency databases into one multi-media system. This will include a complete assessment of IDEM's existing applications and databases (i.e. all major permit/compliance databases). The plan will consider cost, time requirements, and migration impacts on current users.

By: January 31, 2002

% Complete & Status:

100% complete. As part of the National Environmental Information Exchange system, IDEM was awarded a Readiness Grant. Plans have been completed to migrate each of IDEM's databases (in phases) into a multi-media system, the Indiana Facility Registry System (I-FRS), which is based upon the assessment. The project's timeline will be extended into the next EnPPA cycle.

- b) Develop Place Components of Core Data Model

Review the agency's inventory of place information, document data maintenance, procedures/ rules, develop maintenance application components and migrate existing locational data into the core model.

By: January 31, 2001

% Complete & Status:

10% complete. Due to fiscal constraints, this project was slowed. IDEM received a NEIEN Readiness grant from EPA, and the project's timeline will be moved into the next EnPPA cycle.

c) **Populate the People/ Organization Components of the CORE Data Model**

As a part of our agency system, pilot a project to maintain and associate interested parties with OAQ permit decision to ensure that interested parties are properly notified as a permit of interest to them goes through it's public process by March 30, 2002.

% Complete & Status:

30% complete. Due to fiscal constraints, this project was slowed. IDEM's NEIEN Readiness grant is targeted to bring FRS functionality to the State, as work progresses under this grant award. Timeline will need to be extended.

(1) **Develop a web-based application to allow citizens to register and create personal profiles to manage their information requests (print publications, notices, etc.) from IDEM.**

By: May 30, 2002

% Complete & Status:

10% complete. Investigating zero dollar cost tools that may help us develop this system. Appears to be on temporary hold until fiscal situation changes.

(2) **Migrate Facility Linking Application (FLA) Data set to IDEM Core Data Model.**

By: May 1, 2002

% Complete & Status:

10% complete. Due to fiscal constraints, this project was slowed. As part of the National Environmental Information Exchange system, Indiana received a Readiness Grant to complete this project. The project's timeline will be extended into the next EnPPA cycle.

(3) **Develop process to maintain/populate EPA's systems with IDEM data utilizing our new data system.**

By: December 1, 2002

% Complete & Status:

100% complete. As part of the National Environmental Information Exchange system, IDEM was awarded a Readiness Grant to facilitate data exchange. A spending plan and workplan have been completed for an Indiana Facility Registry System to exchange data with EPA.

4) In-house Lecture Series for Staff

a) **Establish a speaker series on multimedia topics and cross-office information.**

By: September 1, 2001

% Complete & Status:

100% complete- ongoing. Priority revised to include program area's sessions. Will work with program areas to distribute information about sessions they each conduct.

b) **Survey staff for topics.**

By: July 30, 2001

% Complete & Status:
100% complete. Will work with program areas for topics.

5) **Public Meeting Training**

- a) Continue to offer class quarterly.

Ongoing

% Complete & Status:
Dates for training sessions were planned for mid-June and August; however, the project is currently on hold due to the public meeting training coordinator's resignation.

- b) Create resource and "how to" guide for successful public meetings.

By: July 1, 2002

% Complete & Status:
35% complete. First draft of "how to" resource guide for public meetings was scheduled to be reviewed by senior staff on June 1; however, the project is currently on hold due to the public meeting guide coordinator's resignation.

- c) Establish action plan for increasing community participation in public meetings.

By: July 1, 2002

% Complete & Status:
100% complete. An Enhanced Public Participation Plan has been developed to facilitate increased public awareness and involvement, this includes increased participation in public meetings.

6) **Updating/Organizing File-room**

- a) Develop and implement improvements for internal and external requests to better facilitate access to the agency's public records.

% Complete & Status:
100% completed. Training Manual completed and Agency Wide Training began on 5/6/02. Information gathering is complete on all disclosable records as well as how they are and organized.

- b) Continue to improve file system.

% Complete & Status:
100% complete - ongoing volunteer staffing. Additional filing units have been installed. In-house suggestions developed: convert inventory of disclosable records into easily available document and volunteer staffing to CFR until the staff shortage can be remedied.

- c) Working with OLC on Retention Schedule to achieve uniformity among programs and to address new types of documents.

By: June 1, 2002

% Complete & Status:
100% completed. Updating the retention schedules is an ongoing process.

4. BUILDING A BETTER IDEM

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Introduction

Permitting, ensuring compliance, rule development, and remediation are at the heart of IDEM's mission. We are committed to enhancing these essential functions by continuing to issue timely permits, streamlining permit processes, improving multi-media compliance/enforcement efforts, and by improving and prioritizing agency rulemaking processes.

IDEM is also auditing agency functions to ensure our resources are most appropriately aligned with our most important projects. This audit allows IDEM to shift resources towards programs and services that further the agency's overriding goal of making Indiana a cleaner, healthier place to live.

We are enhancing our three regional offices to provide improved environmental services and better working relationship among the public and the regulated community.

IDEM knows that smart, innovative, and efficient internal operations are the key to achieving environmental objectives. We are taking the following steps to simplify, streamline, and enhance internal processes to improve the environmental services we provide.

A first-class work environment, efficient internal processes, effective resource allocation, and a safe, well-trained workforce are just as essential to the functions of businesses and industry as they are to IDEM. We are investing in our workforce with enhanced training opportunities designed to improve efficiency for a more productive and safer work environment. Health and safety training programs help protect employees who are exposed to potentially hazardous conditions in the field. Additionally, IDEM is examining and streamlining internal processes to improve efficiency and enhance employee satisfaction.

A) Trains Run On Time

1) *Permitting*

- a) Meet all mandated deadlines 100% of the time

% Complete & Status:

Office of Air Quality (OAQ): 100% on time - ongoing.

Office of Land Quality (OLQ): 100% on time - ongoing.

Office of Water Quality (OWQ): 99% on time - ongoing. One late drinking water permit in April.

- b) Establish internal targets for review periods for all permits/approvals/licenses without statutory/rule deadlines and meet these 100% of the time.

By: June 30, 2002

% Complete & Status:

OAQ: 100% complete. A list of approvals, having no statutory/rule deadlines, and internal targets to track these have been established. A report to track these permits has been created. These internal targets for smaller projects will be met although some other permits having higher priority, e.g., New Source Review and Title V permits, will always take precedence. We plan to begin reporting all permit decisions that have statutory/rule deadlines but have previously gone unreported. Active 30-day, 45-day, 60-day and 90-day approvals are being evaluated to determine if any long-standing permits should be closed out before we begin reporting in early FY2003.

OLQ: Hazardous Waste: 100% complete. Internal review timeframes have been drafted.

OLQ: Solid Waste: 100% complete. Timeframes have been established for landfill/processing facility renewals, closure/post closure plans, septage permits, confined feeding operations approvals, waste tire registration, and biosolids land application permits. However, due to low staff resources, these timeframes are not being met 100% of the time.

OWQ: 30% complete and on hold. Inventory of affected actions has been conducted. Various review protocols (i.e., 316(a) variances, water quality variances, antidegradation demonstrations, alternative mixing zone evaluations, etc.) are being revised or developed to make the review process more efficient. Updated protocols are necessary before realistic review timeframes can be identified.

- c) Make final decisions on all pending operating permit renewals and remain current:

- (1) Office of Air Quality-OAQ – Title V

- (a) OAQ plans to issue all but 40 (5%) of the 780 Title V Permits with application dates prior to December 31, 2000.

By: June 30, 2002

% Complete & Status:

159 (21%) of the permits remain to be issued. Of these, 49 have been to public notice, 45 have been drafted, and 65 are not yet drafted.

The 40 remaining permit applications have issues that involve significant changes in regulatory requirements in the near future, substantial public interest, or serious enforcement issues (e.g., major new source review) that necessitate longer timeframes. Specific schedules for resolving these issues and completing the issuance of these permits will be developed and monitored. Milestones for each quarter will be established and monitored.

- (b) OAQ will issue 80% of these permits, and have 19% to public notice.

By: December 31, 2001

% Complete & Status:

79% of the permits have been issued, and 31% of those remaining 159 Title V permits have been public noticed.

- (c) OAQ will issue all but the most complex of these permits.

By: June 30, 2002

% Complete & Status:

79% complete. Of the 764 Title V permit applications received through December 31, 2002, 605 have been issued.

- (d) OAQ will issue all the remaining Title V permits (for which applications were received by June 30, 1999).

% Complete & Status:

The following milestones have been established.

- Issue 624 permits by June 31, 2002 (82% of goal).
- Issue 643 permits by September 30, 2002.
- Issue 691 permits by December 31, 2002 (91%).
- Issue 699 permits by March 31, 2003.
- Issue 764 permits by June 30, 2003 (100%).

- (2) Office of Land Quality - OLQ

- (a) Reduce confined feeding approval backlog by 100%.

By: March 31, 2002

% Complete & Status:

100% complete.

- (b) Reduce solid waste permit renewal completed by 100%.

By: June 30, 2002

% Complete & Status:

82% complete. Nine of 11 issued.

- (c) Reduce Risk Integrated System of Closure (RISC)- contingent and non-RISC contingent, hazardous waste closure plan and enforcement-backlog.

By: June 30, 2003 — Reduce By: 30%

% Complete & Status:

70% complete. We are currently on-track toward meeting this milestone.

- (3) Office of Water Quality- OWQ

Meet permit schedule per Water Quality Focus agency priority.

% Complete & Status:

30% complete - ongoing. Schedule is currently being updated.

- d) Improve and Foster Innovation in Permit Processes

- (1) Develop and publish guidance materials, evaluate to assist the public with participating in IDEM decision-making processes.

By: December 31, 2001

% Complete & Status:

100% complete. The 114-page draft of the citizen's guide, "IDEM's Guide for Citizen Participation" was completed and forwarded to the IDEM Media and Communications Section on August 8, 2001.

- (2) Evaluate all permitting public notice processes to encourage public participation.

By: June 30, 2002

% Complete & Status:

OAQ: 85% complete. "Plain English" public notices being finalized. How to Appeal a Permit Decision Fact Sheet is final and is being included with all permit decisions that can be appealed.

OLQ: 100% complete - Hazardous Waste. 100% complete - Solid Waste.

OWQ: 100% complete. Environmental Justice (EJ) areas have been delineated and maps distributed to program areas along with a permit protocol and permit template. Training is completed.

- (3) Revise permit processing protocols to be more consistent with the concept of Environmental Justice (EJ), including staff training and the delineation of EJ areas- and develop strategies for addressing permitting requests in EJ areas¹.

By: June 30, 2003

% Complete & Status:

OAQ: 80% complete overall. Agency-wide participation plan with regard to EJ areas being made more specific for Air Permits. Public meeting for two potential EJ Sources conducted on February 19, 2002, in conjunction with the Indianapolis Urban League. EJ Training for OAQ Staff 100% complete.

OLQ: Ongoing. Staff training has been provided, EJ delineation maps have been distributed, and two permits in Solid Waste have included special outreach for EJ purposes.

OWQ: 100% complete. EJ areas have been delineated and maps distributed to program areas along with a permit protocol and permit template. Training is completed.

- e) Evaluate permit resources and make recommendations as needed to maintain effective permit programs

- (1) Evaluate air, wastewater, drinking water and solid waste for further opportunities to establish general permits or permit by rule.

By: December 31, 2001

% Complete & Status:

OAQ: 50% complete. Due to unforeseen staff vacancies, this project's timeline is continuing beyond June 30, 2002. OAQ is continuing to work with the Indiana Grain and Feed Association (IGFA) to determine if a general permit or rule change will be appropriate for its member sources. OAQ met with the Indiana Grain and Feed Association on December 5, 2001, and again on April 25, 2002. IGFA is interested in comparing Indiana's permitting with surrounding states. We are conducting research for that comparison now, and are updating IGFA each month.

OLQ: 100% complete. Opportunities for Solid Waste implementation have been evaluated.

1. Generic modifications were issued on March 27, 2002 for more than 70 processing facilities regarding new restrictions on pollution control waste and significant modifications.

¹ IDEM has recently developed an EJ strategic plan and drafted three publications that describe the many public participation processes related to environmental decision-making in IDEM. These publications were developed through a grant from USEPA Region 5. The EJ strategic plan addresses the permitting process. Draft publications may be viewed at our web site: <http://www.in.gov/idem/environmentaljustice>.

2. An opportunity for further investigation has been identified construction/demolition processing facilities. Decision made to give demonstration project approvals for these. It was also decided to continue issuing processing facility permits for this activity.

OWQ: 12% complete. Permits Branch met with the Office of Legal Council (OLC) to kick-off task. Delayed due to budget constraints. Rulemaking will be necessary. Drinking Water has held some initial discussions with stakeholders about a possible permit by rule for well construction.

(2) **Establish schedule for identified opportunities and implement.**

By: June 30, 2003

% Complete & Status:

OAQ: 50% complete. Due to unforeseen staff vacancies, this project's timeline is continuing beyond June 30, 2002. OAQ will begin drafting schedules when a candidate for a general permit or permit by rule is identified.

OLQ: 100% complete. Letters were mailed March 27, 2002.

OWQ: 0% complete. See water info. provided in status box above.

(3) **Review NPDES permits and update for consistency, clarity and simplicity.**

By: June 30, 2002

% Complete & Status:

90% complete. Focus group formed between OLC and OWQ. Standard permit language templates are being developed.

(4) **Resource Conservation and Recovery Act (RCRA) Corrective Action and RCRA Closure/PostClosure**

Major initiative will be undertaken to streamline program to achieve interim program objectives quicker. Focus will be on obtaining control of contaminated ground water migration and preventing pathways to human health exposure. Progress will be measured on positive decisions for the above indicators. Changes will be implemented on an agreed upon schedule.

By: December 31, 2001 — Identify possible changes to the program.

% Complete & Status:

100% complete. Available resources of OLQ have been refocused to efficiently meet these objectives. Efforts to achieve the program objectives for RCRA Corrective Action and RCRA Post-Closure are linked to the federal Government Performance and Results Act (GPRA) mandates for each of these universes. Schedules for achieving the GPRA mandates have been developed, and OLQ is currently on-track to meet those schedules.

2) Improve Agency Compliance/Enforcement Efforts

- a) **Continue Work of Compliance/ Enforcement Team (C/E Team)**
Continue work of agency-wide Team to formulate agency- wide compliance/enforcement strategies, evaluate information, and resource allocation.

Through: June 30, 2003

% Complete & Status:

Ongoing. The Compliance and Response Branch continues to actively participate in the C/E Team and respond to initiatives and programs directed by the team. Inspection reports have been approved and finalized by the team. The team is beginning to evaluate inspector access/right of entry policy.

b) Continue Compliance/Enforcement Planning

- (1) Continue multi-media compliance/enforcement planning and coordination in accordance with current operating procedures (COP) developed by the C/E Team during 2000-2001. Utilize C/E Team COP and periodically revise (as needed).

Through: June 30, 2003

% Complete & Status:

100% complete. Compliance Action Plans were developed and utilized for FY 2001-2003 compliance/enforcement planning process.

- (2) Continue development and implementation of priority-specific Compliance Action Plans (CAP) as a means to consistently track and periodically report on the progress of compliance issues and priorities.

Through: June 30, 2003

% Complete & Status:

CAP process is 100% complete.

- (3) Review, assess, adjust, and report to C/E Team by surveying and adjusting C/E priorities quarterly.

Through: June 30, 2003

% Complete & Status:

Ongoing. The December 16, 2002 C/E Team meeting will include a discussion of topics and direction for next year's meetings.

c) Improve Inspection and Enforcement Procedures

- (1) Continue regular meetings of Inspection Protocol Workgroup and smaller issue subgroups.

Through: June 30, 2002

% Complete & Status:

Workgroup is dissolved. Agency Wide Guidance for Inspection Reports 100% complete. Other issues such as Verification of Inspection Forms, Inspection Summary Letters and Violation Letters are also 100% complete and are all incorporated in the final Inspection Protocol COP..

- (2) Address listing of 11 potential inspection protocol issues identified by the C/E Team during internal survey of C/E managers in 2000/2001 to make recommendations to C/E team for resolution of those issues.

By: June 30, 2002

% Complete & Status:

100% complete. Credentials for inspectors, enforcement and the Compliance and Technical Assistance Program (CTAP) are 100% complete. Agency Wide Inspection Report Guidelines are 100% complete. Violation Letter Guidelines and templates, Verification of Inspection template, MM Screening Checklists and protocols, Inspection report templates, Inspector access and administrative search warrant procedures, and core training requirements are all 100% complete. Guidelines and procedures are incorporated into the COP for Conducting Single-Media Inspections dated 2/4/03. The COP is located on the agency shared drive.

- (3) **Implement recommendations for issue resolution with written procedures.**

By: December 31, 2002

% Complete & Status:

100% complete. All final templates and guidelines are being placed on the agency shared drive. The Inspection Protocol COP for Conducting Single-Media Inspections was finalized on 2/4/03. Inspectors have access to the COP and are currently following the procedures and templates included in the COP.

- (4) **Report on implementation of the enforcement referral process and recommend any necessary revisions and updates.**

By: June 30, 2002

% Complete & Status:

100% complete. The final draft of the Classification of Environmental Violations and Criteria for Referral of Such Violation to the Office of Enforcement was completed and distributed on 3/5/01. The document was finalized 10/30/01. Individual meetings were held with each office's compliance inspectors and enforcement staff to outline the guidance. A report on the implementation was completed comparing numbers of referrals made after the implementation to numbers of referrals made prior to implementation.

d) **Continue Complaint Clearinghouse**

- (1) **Year-end Complaint Comparison**

Summarize and compare and identify trends as they relate to complaints received and handled by IDEM for 1999, 2000, and 2001.

By: March 1, 2002 — Prepare for review.

% Complete & Status:

100% complete. The new database continues to be in the development phase.

- (2) **Pollution Complaint Clearinghouse (PCC) Quarterly Complaint Summaries**

Generate quarterly complaint summaries and revise content as appropriate three weeks after all data is received each quarter.

Ongoing

% Complete & Status:

2001 reports are 100% complete. No summaries for 2002 have been completed as of yet due to higher priority projects. It is anticipated that the first quarter report of 2002 will be completed by October 31, 2002.

- (3) **Maintain Quattro-Pro based system in order to store, summarize and analyze cross program agency complaint information on a monthly and annual basis.**

Ongoing

% Complete & Status:

First quarter of 2002 has been delayed due to higher priority projects. The first quarter summary will be completed by 10/31/02, and the second quarter will be completed by 11/30/02.

3) Rulemaking

- a) Office of Water Quality (OWQ) should establish workplan and schedule for critical rulemakings per Water Quality Focus priority.

By: June 30, 2002

% Complete & Status:

80% complete. The triennial and SEA 431 rulemaking have been identified as one of the critical rulemakings for OWQ. SEA 431 rulemaking requirements include combined sewage overflow (CSO) notification, TMDLs and antidegradation for Outstanding State Resource Waters (OSRW). CSO Notification rule has been final adopted by the WPCB in January 2003. The TMDL rulemaking is on hold awaiting rule promulgation on the federal TMDL rule. The antidegradation on OSRW rulemaking has been incorporated into the Triennial rulemaking. Discussions with stakeholders regarding the Triennial rulemaking process have been initiated. A stakeholders' steering committee has met: 6/24/02, 8/15/02, 10/3/02, 12/10/02 and 3/19/03. From these meetings four workgroups were established: Mercury, Antidegradation/OSRW, E. coli and Fast Track. Workplans have been finalized for all the workgroups. The steering committee has asked all workgroups to develop a schedule of rulemaking activities. First notices for each of the 4 triennial rulemakings have been submitted to the Legislative Services Agency (LSA) and the agency is compiling comments from the first comment periods. Work groups are meeting to draft second notice language for the next LSA submittal.

- b) Office of Air Quality and Office of Land Quality should establish workplan and schedule for critical rulemakings.

By: September 1, 2001

% Complete & Status:

OAQ - 100% Complete. OLO has established a schedule for upcoming critical rulemakings.

- c) Office of Legal Counsel coordinates with Office of Air Quality, Office of Water Quality and Office of Land Quality the progress of meeting sunset requirements.

Quarterly: Meet sunset law deadlines and report.

% Complete & Status:

100% complete. Many rules taken out of the sunset requirements by legislation in the 2001 legislative session. IDEM program areas and the Office of Legal Council (OLC) continue to meet monthly on critical rulemaking issues, including sunset requirements. All rules that would have sunset Jan. 1, 2002 have been readopted. Rules that will be sunsetting in subsequent years are being reviewed and a first notice for affected rules will be published in the summer of 2003.

- d) Continue Improvement of Agency Rulemaking Processes
Evaluate creation of an Agency Rulemaking Coordinator position.
Functions could include:

- (1) management of the nature/ type/timing of documents that are forwarded to the Board, public, LSA, and other agencies related to rulemakings;
- (2) preparation of rulemaking documents on non-media specific rulemaking actions
- (3) coordination of the agency sunset rulemaking process and
- (4) other possible functions related to providing rulemaking information to the public and obtaining input on rulemakings.

By: October 1, 2001

% Complete & Status:

Current budget restrictions have forced delay in the creation of the Agency Rulemaking Coordinator position. However, discussions on potential duties of that position with Senior Staff continue. Discussions on rulemaking processes are ongoing with the rule writers and rules staff. A meeting with staff was held July 18, 2002, to discuss a broad range of rules issues and discuss areas for improvement and where efficiencies could be gained. Additionally, external meetings with stakeholders from the state bar association have led to a number of suggestions to improve the rulemaking process. A rules process open forum was held on December 12, 2002, to discuss how to improve a number of areas in the rulemaking process. It was well attended, as was the follow-up meeting in January, 2003. The Environmental Quality Service Council (EQSC) is scheduled to review the rulemaking process in its summer, 2003 meetings. Additional changes to the process will probably come out of these discussions. The first EQSC meeting on the rulemaking process was held in July, 2003. It is anticipated that several subcommittee meetings will be held in the fall of 2003.

- e) Continue to improve access to information on rulemaking including workgroups meeting schedules and points of contact for each rule on agency web site. Develop internal communications protocol to ensure information is accurate and up-to-date.

By: February 1, 2002

% Complete & Status:

90% complete. Web access continues to improve. Currently reviewing all agency practices. Several suggestions from external stakeholders include the posting of more information to the web site and more timely posting as well as consistency among the programs as to the type and timing of information presented. The December 12, 2002, meeting with external stakeholders brought to light other areas where improvement is necessary. Standardization of information across programs and ease of access of information were both discussed. This initiative will benefit from the continuing external discussions. The web site has been redesigned to provide a centralized page for all rulemakings. The web site is in the internal test phase with all comments being due by the end of August 2003. The web site is anticipated to be up and running by the end of September 2003.

4) Remediation

Although IDEM's other "core" services are primarily preventive in nature, the agency also has a responsibility to undertake the remediation of contaminated sites. IDEM's clean up work is conducted under a variety of statutory and regulatory authorities and is an ongoing and major commitment of resources. Examples of possible commitments include:

- a) Fully implement the Risk Integrated System of Closure (RISC) policies and establish an ongoing process for science-based revisions to RISC policies.

By: March 30, 2002

% Complete & Status:

100% complete. RISC implemented. A RISC symposium to develop revisions was held 24-26 July 2002. Recommendations for RISC policy revisions are under review.

- b) Develop a Geographical Information System (GIS) -based model for geographic assessment of potential health risk as a decision-making / site prioritization tool in order to most efficiently and effectively direct our resources.

By: June 30, 2002

% Complete & Status:

Processes are in place for locating OLQ regulated facilities during routine field activities using GPS. GPS collection efforts are focusing on active and priority sites. Sixty-five percent (65%) of OLQ active and priority sites targeted for GPS location complete. Twenty-seven percent (27%) of the known universe of OLQ regulated facilities has been located by GPS. These GPS positions are now viewable by IDEM staff through an intranet-based GIS OLQ facility browser. Additional geographic data for modeling potential health risk is being identified and obtained or created where possible.

- c) Using the above GIS-based model, target high human risk areas (not specific sites) in areas of high population density and low economic advantage.

By: July 30, 2002

% Complete & Status:

5% complete. Developing conceptual model.

- d) Evaluate available resources and funding for completing state-driven cleanups and make recommendations as needed.

By: June 30, 2002

% Complete & Status:

Ongoing. Evaluation initiated.

5) Purchasing
(OMBA – Pat Quinn)

- a) Create a "how to" manual for requisitions.

By: November 1, 2001

% Complete & Status:

100% complete. Included in Standard Operating Procedures (SOPs) on shared drive.

- b) Develop appropriate requisition training for staff.

By: January 31, 2002

% Complete & Status:

100% complete. This is an ongoing priority. Several sessions have been held, others will be held three to four times a year.

- c) Establish and implement turnaround timeframes for requisition processing.

By: March 1, 2002

% Complete & Status:

100% complete. Included in Requisition Standard Operating Procedures (SOPs) and "how to" manual on shared drive.

- d) Fully utilize Asset Management System within PeopleSoft.

By: June 30, 2002

% Complete & Status:

90% complete. On schedule. Database compilation complete. Currently in Quality Assurance (QA), which will be completed by 6/30/02. Up and running 7/1/02.

6) Paying the Bills

Establish and meet expectations for all payments.

- a) Establish turnaround timeframes for payment of claims, Special Disbursement Officer (SDO) claims, Travel Reimbursements, and Purchase Order Payments.

By: September 30, 2001

% Complete & Status:

100% complete. Turnaround time is 10 days to process paperwork to the Auditors office.

- b) Develop appropriate training on the following administrative topics:

■ Travel training

By: September 30, 2001

% Complete & Status:

100% complete. First class was presented on November 13, 2001 and will be offered quarterly. Will review feedback from classes to continuously improve the training.

■ Petty Cash training

By: October 31, 2001

% Complete & Status:

100% complete. This topic was combined with the Special Disbursement Officer (SDO), Claims and Purchase Order (PO) process for one class.

■ Special Disbursement Officer (SDO) Claims

By: October 31, 2001

% Complete & Status:

100% complete. This topic was combined with Petty Cash, Claims and Purchase Order (PO) process for one class. Class to begin next quarter (April-June).

■ Claims Process training

By: December 31, 2001

% Complete & Status:

100% complete. This topic was combined with Petty Cash, Special Disbursement Officer (SDO) and Purchase Order (PO) process for one class.

■ Chartfielding

By: December 31, 2001

% Complete & Status:

100% complete.

■ Purchase Order Processing

By: March 31, 2002

% Complete & Status:

100% complete. This topic was combined with Petty Cash , Special Disbursement Officer (SDO) and Claims processing for one class.

7) Cost Recovery

Continue the agency focus on recovering costs from potentially responsible parties.

- a) Develop a plan for cost recovery efforts (Legal, Land and Accounting).

By: July 30, 2001

% Complete & Status:

100% complete. We have inventoried and organized all ongoing cost recovery process improvements and are establishing timelines to establish these. We have also begun prioritizing cases to pursue.

- b) Implement plan.

By: January 30, 2002

% Complete & Status:

See task above. We have a present Accounts Receivable list of \$1.6M.

- c) Set a financial goal for FY 2002.

By: August 30, 2001

% Complete & Status:

No financial goals at this point due to low staff resources.

- d) Set a financial goal for FY 2003.

By: August 30, 2002

% Complete & Status:

No financial goals at this point due to low staff resources.

- e) Meet financial goal for FY 2002.

By: June 30, 2002

% Complete & Status:

No financial goals at this point due to low staff resources.

- f) Meet financial goal for FY 2003.

By: June 30, 2003

% Complete & Status:

No financial goals at this point due to low staff resources.

8) Billing & Accounts Receivable

Establish consolidated agency-wide billing and accounts receivable function.

- a) Load and maintain all accounts receivable on PeopleSoft.

By: July 1, 2001

% Complete & Status:

100% complete. Maintenance ongoing.

- b) Create policy team to determine agency billing and collection policies.

By: September 1, 2001

% Complete & Status:

100% complete. Team determined to be Senior Staff with input from agency staff responsible for generating invoice information.

- c) Standardize agency policies regarding all billings and collections activities.

By: December 31, 2001

% Complete & Status:

50% complete. Research on all penalty issues is nearly complete. A standardized policy will be completed by December 1, 2002. Coordination of the policy with the program areas will occur by March 1, 2003. Give the policy to Senior Staff and give comments by April 1, 2003, and request legislative or administrative rule changes be finalized by June 30, 2003.

- d) Centralize and streamline processing of all agency invoices using PeopleSoft.

By: July 1, 2002

% Complete & Status:

95% complete. Still waiting for final information to standardize the Office of Enforcement.

B) Innovative and Smart

- (1) Identify two innovation concepts under the Environmental Council of States (ECOS)/EPA Innovations Agreement.

By: August 1, 2001

% Complete & Status:

75% complete. Received initial approval from USEPA to move forward with OAQ's new NOx rule. Waiting for a response from USEPA regarding scheduling a conference call and final approval letter. Working with Senior Staff, have identified a second concept.

- (2) Submit one innovation concept to USEPA (likely to be CSO Watershed Management approach).

By: September 1, 2001

% Complete & Status:

See above task.

- (3) Submit second innovation concept to USEPA.

By: October 1, 2001

% Complete & Status:

Working with Senior Staff, have identified a second concept.

- (4) Seek USEPA approval and implement if approved.

% Complete & Status:

Received initial approval from USEPA to move forward with OAQ's new NOx rule. Waiting for a response from USEPA regarding scheduling a conference call. Will work with USEPA on second concept.

- (5) Metal Casting Sector

In coordination with USEPA, IDEM is working with the Metal Casting industrial sector on improving compliance, promoting foundry sand reuse, developing a New Source

Review guidance document and implementing an environmental management system (EMS) at 12 Indiana metal casting facilities.

(a) Foundry Sand Reuse

In coordination with USEPA, initiate and facilitate meetings with INCMA and the Indiana Department of Commerce to develop and market foundry sand reuse opportunities and finalize the national reuse guidance to states and industry.

By: January 1, 2002

% Complete & Status:

100% complete. The final draft was completed and distributed for the foundry sand reuse guidance document.

(b) Environmental Management Systems (EMS)

Assist contractor in implementing environmental management systems at 12 small metal casting facilities.

By: July 1, 2003

% Complete & Status:

80% complete. EPA has not made any progress since the last meeting in October 2002. A status report from EPA has not been received to date, despite repeated requests.

(c) New Source Review Guidance Manual

Facilitate finalization of the national NSR guidance for metal casting facility operators and regulators. This document will be drafted by USEPA, then tailored by IDEM to fit Indiana's needs. A final guidance manual should be completed.

By: June 30, 2002

% Complete & Status:

99% complete. Waiting for EPA and the contractor to distribute finalized document. The final product has been delayed due to budgetary constraints at EPA and changes in legislation. No change since last quarter.

C) Workforce Improvements

1) Investing in Staff

IDEM's staff members are our most valuable resource. We will strive to improve our work environment in the following areas:

a) Training

(1) Continue to enhance IDEM's training curriculum.

Add at least two new training opportunities to our training curriculum.

By: October 31, 2001

% Complete & Status:

100% complete.

(2) Research and present options to IDEM's senior leadership team for a Leadership Development Program.

By: December 31, 2001

% Complete & Status:

Research and presentation 100% complete. Implementation on hold due to staff shortage.

(3) Implement the Leadership program.

By: March 31, 2002

% Complete & Status:

90% complete. The course was scheduled to begin July 31, 2002, but will be significantly delayed due to staff shortage.

b) Sick Leave Options

(1) IDEM will research and develop a proposed policy for donating sick time to coworkers in need.

By: March 31, 2002

% Complete & Status:

Research 100% complete. Development is 90% complete.

(2) IDEM will actively seek to obtain approval from the State Personnel Department to run a pilot program.

By: June 30, 2002

% Complete & Status:

IDEM's activity is 100% complete. Submitted memo to State Personnel 3/1/02. The State Personnel Department has indicated that this request will not be considered for at least a year.

c) Fill Vacancies Quickly

(1) Provide "how to" guidance on quickly filling vacancies to all supervisors.

By: July 31, 2001

% Complete & Status:

100% complete. Although not quickly filling many vacancies due to Strategic Hiring Freeze, HR is providing guidance to supervisors on Strategic Hiring Freeze Committee requests.

(2) Create staffing goals for each IDEM supervisor.

By: July 31, 2001

% Complete & Status:

100% complete. goals for job categories outlined in agency Affirmative Action Plan are distributed to all supervisors.

(3) Establish quarterly report on vacancies.

By: October 31, 2001

% Complete & Status:

100% complete. Information has been gathered by HR and is available upon request.

d) Centralized Health/ Safety Training Program

(1) Establish and fully implement a consistent centralized Health and Safety Training program within IDEM to provide training in accordance with Occupational Safety and Health Administration (OSHA) standards found in 29 CFR 1910.120.

By: June 30, 2002

% Complete & Status:

Currently allocated two staff positions and evaluating program needs across the agency.

(2) Get essential staff trained.

By: August 30, 2001

% Complete & Status:

100% complete. Conducting two to four training courses each month.

(3) Establish a centralized staff group.

By: September 30, 2001

% Complete & Status:

50% complete. Currently staffed at one Branch Chief E6 position and one Administrative Assistant 2 position.

(4) Establish agency network of Health and Safety contacts.

By: September 30, 2001

% Complete & Status:

75% complete. Developed Agency Safety Committee to discuss health and safety related issues for all program areas. Essential staff to be included on committee still to be determined by the program areas. Meeting with each program area to determine support needs and staff availability to assist in program development.

(5) Establish centralized medical monitoring.

By: March 30, 2002

% Complete & Status:

100% Complete. Medical Monitoring policy will be released to the agency by September 30, 2002.

(6) Implement medical monitoring for appropriate staff.

By: June 30, 2002

% Complete & Status:

100% Complete. All staff required to receive medical monitoring have been given an initial exam. IDEM staff that have been identified to no longer receive medical monitoring are completing exit exams.

2) Dis-investments

- a) Each office will create an inventory of specific functions. Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or under funded activities.

By: October 1, 2001 — Create inventory.

By: November 1, 2001 — Evaluate functions.

% Complete & Status:

100% complete.

- b) IDEM will review the completed inventory and make recommendations to the commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:

100% complete.

- c) The above review will be repeated on the same schedule

During: Calendar year 2002

% Complete & Status:
100% complete.

3) Regional Offices
(SWRO)

- a) Make recommendations and gain approval from commissioner on added services for the Regional Offices.

By: September 30, 2001

% Complete & Status:
On hold due to low staff resources.

- b) Implement added services.

By: December 31, 2001

% Complete & Status:
On hold due to low staff resources.

- c) Evaluate added services.

By: June 30, 2002

% Complete & Status:
On hold due to low staff resources.

- d) Conduct review of, and make recommendations for improved Regional Offices and Air, Water and Land offices "operating procedures."

By: March 31, 2002

% Complete & Status:
On hold due to low staff resources.

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ARCHIVED July 31, 2003

1. OFFICE OF AGRICULTURAL RELATIONS

VACANT
Director
Office of Agricultural Relations
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email: --

1) **Confined Feeding (CFO) Rule**

Information available to External working group prior to public meetings

Final Draft – Final Adoption March 14, 2001

% Complete & Status:

100% complete. Rule became effective 3/10/02 and is now being implemented on farms and fully enforceable.

2) **Agricultural Community and Confined Feeding Operations (CFO) Producer Education** (Ongoing activities)

a) Convey meat of CFO (and other Ag related) rules without losing producers

% Complete & Status:

100% complete - ongoing. Continually meeting with producers to discuss issues regarding their specific operations. Held eight (8) public meetings/question and answer sessions (Dec. '01 / Jan. '02) on issues relating to CFO Rules. Completed 35 external mtgs. in conjunction with County Extension and Farm Bureau Inc. -- Started bi-monthly Agricultural Group Education meetings to be held with IDEM on specific pre-determined topics. These meetings are intended to provide an opportunity for IDEM (area specific staff) to present information on the "topic" and also gain feedback directly from the Agricultural Community.

b) Highlight new information included in CFO Rule

% Complete & Status:

100% complete - ongoing. CFO Video is complete and available to all producers across the state. Videos are available at all local NRCS and Cooperative Extension Offices as well as via all farm and livestock commodity organizations.

c) Highlight known "hot" issues

% Complete & Status:

100% complete - ongoing. Issues change based on region, farm size, species, and local issues. Started bi-monthly Agriculture Group Education meetings to be held with IDEM on specific pre-determined topics. These meetings are intended to provide an opportunity for IDEM (area specific staff) to present information on the "topic" and also gain feedback directly from the Agricultural Community.

d) Create positive atmosphere for discussion

% Complete & Status:

100% complete - ongoing. This is a significant way for IDEM to interact with the regulated community as well as Agricultural Leadership across the state. Started bi-monthly Agriculture Group Education meetings to be held with IDEM on specific pre-determined topics. These meetings are intended to provide an opportunity for IDEM (area specific staff) to present information on the "topic" and also gain feedback directly from the Agricultural Community.

- e) Encourage questions from producers

% Complete & Status:

100% complete - ongoing. The Education Group in this short time has already proven to provide an opportunity to have interaction from the Agricultural community directly to IDEM staff in the specific program areas.

3) Confined Feeding Operations (CFO) Guidance Manual

- a) Producer interpretations of CFO Rule

% Complete & Status:

100% complete. The Manual and Record Book were completed and mailed to all CFOs in mid-September. Additional copies have been given to all livestock commodity groups as well as Cooperative Extensions. Copies were also made available at the recent Mid-West Pork Conference, and Farm Progress Show, and continue to be available to producers. A video of the requirements of the CFO rule is also being finalized, and will be available in Feb/March 2002. Updates continue and information is being forwarded.

- b) Practical Examples

% Complete & Status:

100% complete. These examples were included in the Record Book. Via workshop settings, many different practical examples were covered. Workshops were held in 20 different locations across the state, with attendees from all size operations and all species.

- c) Ready to use Operating Record Forms

% Complete & Status:

100% complete. These examples were included in the Record Book.

- d) New CFO Approval Application

% Complete & Status:

100% complete. These examples were included in the Record Book.

4) Manure Management Plans – Confined Feeding Operations (CFO) Approval Renewals

- a) Participate in meetings held by CES, SWCD, NRCS around state

% Complete & Status:

100% complete & ongoing. Another round of educational meetings is just wrapping up. These meetings were held at locations throughout the state. The cooperative effort with the Cooperative Extension Service (CES) and the Indiana Farm Bureau (IFB) has been a success. Many producers have taken advantage of the opportunity to talk directly with leaders and law makers. - Approx. 50 meetings across the state were held in the late winter and early spring. Updates, and field days will follow during the summer months, but many producers have already participated.

- b) Increase awareness of those operations whom are effected

% Complete & Status:

100% complete - ongoing. This task is a vital part of the Office of Agricultural Relations.

- c) Encourage questions for clarification

% Complete & Status:

100% complete - ongoing. At meetings and conferences (where we are presenting information, as well as just another attendee), IDEM / Agricultural Relations is constantly answering questions about state and federal rules and policies.

- d) Increase knowledge of CFO approval and renewal process

% Complete & Status:

100% complete - ongoing. Continuing to update Soil and Water Conservation District (SWCD), Cooperative Extension Service (CES), and Natural Resource Conservation Service (NRCS) staff that work with producers on a daily basis as to the requirements for a regulated operation. As EPA moves forward with their requirements (Due by Dec. 2002) these questions and information conveyance will continue to be critical.

5) Confined Feeding Operations (CFO) Grant Dollars

- a) Re-visit and Re-allocated where necessary. Dollar allocations by SWCDs.

By: June 30, 2001

% Complete & Status:

100% complete. This project is complete unless additional funds become available

- b) Help to find additional financial assistance for those producers effected by CFO Rule changes

% Complete & Status:

100% complete - ongoing. Although the IDEM specific funds have run out (6/30/01), other funding options may be available for producers via other agencies. IDEM continues to inform producers of possible funding sources. With the passage of the Farm Bill Indiana will have additional funds available to aid with Conservation and Environmental issues on the farm.

- c) Find new sources of funding for producers wanting to install environmental and land conservation practices

% Complete & Status:

100% complete - ongoing. Although the IDEM-specific funds have run out (6/30/01), other funding options may be available for producers via other agencies. IDEM continues to inform producers of possible funding sources. With the passage of the Farm Bill Indiana will have additional funds available to aid with Conservation and Environmental issues on the farm.

- d) Work closely with the United States Department of Agriculture (USDA) /NRCS to identify and help livestock and poultry producers

% Complete & Status:

100% complete - ongoing. Collaborative efforts with NRCS and open communication have been helpful for all involved. New USDA EQUIP funds are currently being announced. IDEM Office of Agricultural Relations has been invited to participate in creating the mechanism on how and for what these funds will be distributed.

6) Sec. 319 Grants
(Ongoing activities)

- a) Increase awareness of grant dollars available to individuals and producer groups

% Complete & Status:

100% complete - ongoing. Lists of available funding are also being shared among other state and federal agencies. New Farm Bill issues will include additional information and programs.

- b) Create awareness of grants currently being funded

% Complete & Status:

100% complete - ongoing. Lists of available funding are also being shared among other state and federal agencies. New Farm Bill issues will include additional information and programs.

- c) Update list of grants available for agricultural community

Continuing

% Complete & Status:

100% complete - ongoing. Lists of available funding are also being shared among other state and federal agencies. New Farm Bill issues will include additional information and programs.

7) Agriculture Information Web Site

(Updates continuing – New views with new web site)

- a) Updated information on IDEM issues effecting agriculture

% Complete & Status:

100% complete - ongoing. New updates are being done to enhance the IDEM web page. Updates and expansion continue. New rules of concern include Stormwater Rule, Wetland Rule & Federal CAFO Rule

- b) Create web link from IDEM Ag field to Grant list.

By: August 1, 2001

% Complete & Status:

100% complete.

- c) Connect with other links of interest to the Agricultural Community

% Complete & Status:

100% complete - ongoing. Updates will occur as required. Agricultural Community more willing to have links with IDEM and IDEM information on Agricultural and the Environment

8) Continued Education for Compliance Field Staff

(Priority to be handled by OLQ specifically at their request)

- a) Increase knowledge of Confined feeding operations

% Complete & Status:

100% complete - ongoing. As technology changes, these operations also continue to change. Updates are provided to staff as needed.

- b) Increase understanding of issues related to confined feeding operations

% Complete & Status:

100% complete - ongoing. As technology changes, the regulated community operations continue to change. Updates will be provided to staff as needed. Meetings with internal staff on a bi-weekly basis helps keep all parties informed of happenings in the field. Issues being worked out on individual basis.

- c) Training program

% Complete & Status:

100% complete. Three phases of education are now complete, and updates will be distributed as needed.

- d) Complete one phase of continuing training.

% Complete & Status:

100% complete. Three phases of education are now complete.

9) Recognition program for Agricultural Leaders

(Efforts & Ideas Continuing)

a) Similar to 5 star or 100% Compliance

% Complete & Status:

40% complete. No further activity on this goal - Agricultural Liason position vacant.

b) Ideas presented internally

% Complete & Status:

50% complete. No further activity on this goal - Agricultural Liason position vacant.

10) Continued follow-up with Ind. Pork Producer Audit Program

a) Re-focus and promotion push

By: May 30, 2001

% Complete & Status:

100% complete.

b) Monthly follow-up with IPPA on progress

By: September 1, 2001— 50 producers audited

% Complete & Status:

100% complete - 150 producers audited. 80% of goal reached. The program is again on track, and gaining momentum.

11) Explore ideas for voluntary audit program for other animal species or production practices.

(Continuing Effort)

% Complete & Status:

50% complete. No further activity on this goal - Agricultural Liason position vacant.

2. OFFICE OF AIR QUALITY

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 Assistant Commissioner
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The Office of Air Quality (OAQ) works to safeguard the quality of Indiana's air through implementing the requirements of the Clean Air Act, developing and enforcing state rules governing air quality standards, evaluating and issuing permits for construction and operation, conducting compliance activities and monitoring Indiana's air quality.

Our vision is of clean and breathable air throughout our state, which meets all health-based standards. OAQ strives to achieve our vision to continuously reduce toxic releases, maintain air quality improvements and achieve all health based or air quality standards in our state.

We will continue to pursue our vision by effectively using all resources, including coordinating those within OAQ and other offices in a manner that is both innovative and directly reflective of the agency's environmental priorities and by regularly forming working partnerships with EPA, the regulated community and the general public to achieve environmental results.

A) OAQ — Agency-Wide Priorities

1) *Building a Better IDEM*

- a) Create a “dis-investment” inventory of specific functions by October 1, 2001. Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or underfunded activities.

By: November 30, 2001

% Complete & Status:

100% complete. Inventory submitted to Tim Method on December 4, 2001.

- b) Meet all mandated permit deadlines 100% of the time.

By: Ongoing

% Complete & Status:

100% on time. All mandated permits on time.

- c) Establish internal targets for review periods for all permits/approvals/licenses without statutory/rule deadlines and meet these 100% of the time.

By: June 30, 2002

% Complete & Status:

85% complete. A list of approvals having no statutory/rule deadlines and internal targets to track these has been established. A report to track these permits has been created. These internal targets for smaller projects will be met although some other permits having higher priority, e.g., New Source Review and Title V permits, will always take precedence. We plan to begin reporting all permit decisions that have statutory/rule deadlines but have previously gone unreported. Active 30-day, 45-day, 60-day and 90-day approvals are being evaluated to determine if any long-standing permits should be closed out before we begin reporting in early FY2003.

d) Title V permits

- (1) OAQ intends to issue all but some of the most complex of the Title V permits.

By: June 30, 2002

% Complete & Status:

81% complete. Of the 764 Title V permit received through December 31, 2002, 622 have been issued.

- (2) Issue all the remaining Title V permits (for which applications were received by June 30, 1999).

By: June 30, 2003

Milestones for each quarter will be established and monitored.

% Complete & Status:

The following Milestones have been established.

-Issue 569 permits by March 31, 2002, (75% of goal)

-Issue 624 permits by June 30, 2002, (82%).

-Issue 643 permits by September 30, 2002.

-Issue 691 permits by December 31, 2002, (91%).

-Issue 699 permits by March 31, 2003.

-Issue 762 permits by June 30, 2003, (100%).

- e) Evaluate all permitting public notice processes with respect to enhancing public participation.

By: June 30, 2002

% Complete & Status:

85% complete. "Plain English" public notices for Air Permits being finalized. How to Appeal a Permit Decision Fact Sheet is final and is being included with all permit decisions that can be appealed.

- f) Revise permit processing protocols to be consistent with the concept of Environmental Justice—including staff training (not limited to permits staff) and the delineation of EJ areas—and develop strategies for addressing permitting requests in EJ areas.

By: June 30, 2002

% Complete & Status:

80% complete overall. Agency wide public participation plan with regard to EJ areas being made more specific for Air Permits. Each section to be trained during a routine section meeting.

Public meeting for two potential EJ Sources conducted on February 19, 2002, in conjunction with the Indianapolis Urban League.

EJ Training for OAQ Staff 100% completes.

- g) Evaluate further opportunities to establish general permits or permits by rule by December 2001, establish schedule for identified opportunities and implement.

By: June 30, 2002

% Complete & Status:

50% complete. Due to unforeseen staff vacancies, this project's timeline is continuing past June 30, 2002. OAQ is continuing to work with the Indiana Grain and Feed Association to determine if a general permit or rule change will be appropriate for its member sources.

- h) Continue to participate in work of Compliance/Enforcement team.

By: Ongoing

% Complete & Status:

100% complete. The Air Compliance Branch is continuing to work with the IDEM Compliance/Enforcement Team implement health and safety procedures, implement inspection protocols, begin the salvage yard initiative, identify sources of concern, and evaluate the multimedia screening inspection program. The Team is currently working on core training requirements for inspectors, access/search warrant issues, addressing steel mill compliance issues and beginning planning for FY04/05.

- i) Establish workplan and schedule for critical rulemakings.

By: September 30, 2001

% Complete & Status:

100% complete.

- j) Facilitate finalizing the National NSR guidance for metal casting facility operators and regulators. This document will be drafted by EPA, then tailored by IDEM to fit Indiana's needs.

By: June 30, 2002 - A final guidance manual should be completed.

% Complete & Status:

100% complete overall. We've submitted comments on the second draft of the manual. EPA will review the comments and make changes accordingly. This was to have been the last time we would be asked to comment on a draft. Our part is done until/unless EPA determines it needs additional information.

2) Reduce Toxics

- a) Identify pollutants that pose risks to public health and the environment through a cross-media review, and identify agency initiatives to address them.

- (1) Conduct integrated analysis of results of ToxWatch study, National Air Toxics Assessment, Cumulative Risk Initiative, Toxics Release Inventory, Office of Water Quality metals sampling and other screening tools to identify pollutants, industries, or geographic areas of concern.

By: June 30, 2002

% Complete & Status:

100% complete. This analysis was completed as part of the SEA 259 analysis.

- (2) Develop and implement agency initiatives to address sources of such pollutants, using pollution prevention, technical assistance, rule changes, compliance and other available tools.

By: June 30, 2003

% Complete & Status:

100% complete.

- b) Participate in development of statewide mercury inventory.

By: December 31, 2002

% Complete & Status:

100% complete. Air emissions estimates have been provided to IDEM's mercury coordinator. Will continue to participate, as necessary.

- c) Conduct ambient air monitoring for air toxics.

By: Ongoing

% Complete & Status:

100% complete - ongoing. The OAQ will continue the operation of eight "permanent" toxic monitoring sites and one "special purpose" toxic monitoring site. The permanent sites will remain operational through the EnPPA period, and the special study site will be operational at least through June 30, 2003.

- d) Fiberglass and reinforced plastics manufacturing compliance and enforcement efforts.

By: June 30, 2003

% Complete & Status:

100% complete. All sources have been inspected. A compliance checklist has been developed and is currently being used by inspectors and a Compliance/Enforcement Referral Guidance has been completed.

- e) Develop and implement radon awareness program.

By: December 31, 2002

% Complete & Status:

25% complete. We have created a radon web page and integrated radon information into agency outreach efforts such as tools for schools and the 5 star child care program. The grant expired without completion of the scope of work and will not be reviewed due to loss of staff.

- f) With public input, determine projects for spending BP Amoco Consent Decree dollars. Develop implementation schedules and implement according to schedule.

By: January 31, 2002

% Complete & Status:

100% complete. 21 project proposals received with 9 selected for funding

- g) Continue work of Northwest Indiana Diesel initiative.

By: Ongoing

% Complete & Status:

100% complete. Staff will continue providing technical assistance to the workgroup and oversee the implementation of the truck stop electrification project.

B) OAQ — Office-Wide Priorities**1) Prepare for implementation of the NOX SIP Call**

- a) Complete submissions of fully adopted NOX rule, budget demonstration and initial allocations to USEPA.

By: August 31, 2001

% Complete & Status:

100% complete. Copies of the final adopted rule, initial allocations, and budget demonstration, along with other SIP amendment documents, were submitted to US EPA on August 20, 2001. The formal letter to US EPA to allocate the initial allowances was sent on September 19, 2001, (after the effective date of the rule).

- b) Approve all monitoring plans, protocols, and CEMS certification tests within 90 days of those plans submitted prior to 3/04/03. Quality assure NOx CEMS at sources that will be subject to the NOX Rule. Coordinate the CEMS certification program with U.S. EPA.

By: May 1, 2003

% Complete & Status:

100% complete. All CEMS monitoring plans, protocols received were reviewed. CEMS certification were issued to NIPSCO Schafer Units 16A & 16B, AES Stout GT6, Mirant Sugar Creek CTIA, & CTIB, Cinergy Gibson Stacks A&B, IPL Georgetown GT1,GT2, GT3, GT4, and GE Plastics Nebraska and Holman Boiler Stacks. Certification reports for Cinergy Gibson Stack C (Unit #5), Purdue Boilers 1,2,3 & 5, Cinergy Wabash Stack A. Citizen's Thermal Perry K #13 & 14, Ironside Energy Boiler 9, SIGECO A.B. Brown #4, AES Petersburg 3& 4, and Cinergy Wabash River Stack A and Unit 1 Evaporator are pending review.

- c) Review CEMS certifications for early reductions.

By: Ongoing

- (1) Review all CEMS certifications within 90 days of receipt.

% Complete & Status:

100% complete. No new applications for CEMS certification for early reduction credits.

- (2) All certifications will be reviewed.

By: April 30, 2003

% Complete & Status:

100% complete. No new certifications issued.

- d) Develop forms for permit applications, allowance allocation requests for new sources and EE/RE, compliance supplement pool request, opt-ins, 25 ton exemption.

Deadlines: December 31, 2002 — Permit application forms
December 31, 2002 — New unit forms
December 31, 2003 — EE/RE forms (in addition to EPA forms)
December 31, 2001 — CSP
December 31, 2002 — Opt-ins
December 31, 2001 — 25 Ton exemption
December 31, 2003 — Compliance certification

% Complete & Status:

100% complete. The following forms have been completed: Permit Application, New Unit, CSP, 25 Ton Exemption and EE/RE forms. The Compliance Certification form will be an EPA generated form. IDEM will not develop this form. The Opt-in form has been incorporated into the Permit Application.

- e) Develop training (internal and external) as necessary in addition to guidance developed by EPA for small businesses subject to Section 126 requirements.

By: December 31, 2002 — develop training

By: December 31, 2003 — administer training

% Complete & Status:

100% complete. U.S. EPA has held workshops in Louisville, KY (7/25 - 7/26), Arlington, VA (9/26-9/27), and Chicago, IL (11/1 - 11/02/01 AND 4/9-4/11/03) that were made available to Indiana companies and IDEM

2) BP Amoco Consent Decree

- a) Oversight of implementation of consent decree requirements.

- (1) Develop a system to track and review all submittals and compliance elements required by the Consent Decree.

By: July 31, 2001

% Complete & Status:

100% complete. A draft tracking system has been developed based on the Consent Decree. The final Consent Decree was entered by the Court on September 4, 2001. Amoco submittals are being tracked and reviewed.

- (2) Provide a quarterly update of the status of the submittals and compliance elements and a status of IDEM review of those submittals.

By: Ongoing

% Complete & Status:

100% complete. BP Amoco has begun to submit information to IDEM based on the proposed Consent Decree. The quarterly report remains unchanged for 2002. Documents for the first quarter 2003 have been received, which will result in a change to the first quarter 2003 report.

- b) With public input, determine projects for spending Amoco Consent Decree penalty money. Develop implementation schedules and implement according to schedule.

By: January 31, 2002

% Complete & Status:

90% complete. 21 project proposals were reviewed with 9 selected for funding. We are now working with selected parties to develop MOUs and a communications strategy.

3) Compliance Monitoring

- a) Rule making

By: December 31, 2001 — Second Notice

By: April 30, 2002 — Preliminary adoption

By: October 31, 2002 — Final adoption

% Complete & Status:

20% complete. Withdrawal Notices and a new First Notice that combines subject matter from previous notices were published on December 1, 2001. The rulemaking will proceed in next biennium.

b) Finalize Guidance

Deadline: Within 90 days of effective date of the Compliance Monitoring rule.

% Complete & Status:

Draft guidance has been prepared and will be revised based on the effective date of the Compliance Monitoring rule.

c) Outreach/training**(1) Conduct internal guidance and training of inspectors and permit writers.**

Deadline: Within 90 days of the effective date of the rule.

% Complete & Status:

Work on this activity will begin when rule is closer to being finalized.

(2) Conduct external guidance and training of Title V permittees.

Deadline: Within 90 day of the effective date of the rule.

% Complete & Status:

Work on this activity will begin when rule is closer to being finalized.

4) OAQ web redesign and maintenance

Working with Office of Public Policy and Planning, complete OAQ web redesign and maintain web pages.

a) Organize web pages into new format, including the addition of all new "web-links pages."

By: October 31, 2001

% Complete & Status:

100% complete.

b) Complete work on new web pages identified in each branch's two-year plan.

By: December 31, 2002

% Complete & Status:

100% complete. Air toxics and non attainment redesignation pages were posted in August.

5) Integrate Pollution Prevention into OAQ activities**a) Work with OPPTA and contractor to develop Pollution Prevention in Permitting and Rulemaking Guidebook and/or computer based tools.**

By: June 30, 2002

By: November 1, 2001 — BAA finalized

% Complete & Status:

100% complete. This task was completed in-house. A tool has been developed and provided to OAQ technical staff.

b) Integrate P2 elements into compliance activities.

- (1) Implement inspector training, changes to inspection protocol and report to further incorporate P2.
- (a) Develop an inspector fact sheet/guide OPPTA with the assistance of OAQ will develop handouts to be used by inspectors during inspections.

By: September 30, 2001

% Complete & Status:

100% complete. Two handouts has been developed and were made available to inspectors for use by 9/30/01. An inspector fact sheet/guide has not been developed, but may not be necessary because of other available tools. OPPTA has worked with OAQ to develop another handout that describes specific Indiana P2 projects, along with emission reduction and cost savings that is being provided to inspectors for use on inspections.

- (b) Amend the inspection report to include a P2 element.

By: September 30, 2001

% Complete & Status:

100% complete. The inspection report format was changed to include a P2 element effective 9/13/01.

- (c) Compliance managers with the assistance of OPPTA will provide training to inspectors on the benefits of P2 and the role of the inspector.

By: Ongoing

% Complete & Status:

100% complete. On-going Training was held for inspectors at CMTI in July 2001 that focused on P2 measures for fibergassing/surface coating processes. A surface coating training was held in February 2002 that included P2 elements.

- (d) Compliance managers with the assistance of OPPTA will identify sectors that may be appropriate for P2 compliance work.

By: Ongoing

% Complete & Status:

100% complete. Ongoing - Foundries, foam production, and styrene sources has been identified. OAQ has used CMTI to work with the Foundry Sector to investigate P2 opportunities. OAQ has also worked with OPPTA in looking at VOC and HAP reductions in the foam production sector.

- (e) Section Chiefs will include P2 and P2 training as part of the regular staff/inspector meetings.

By: December 31, 2001

% Complete & Status:

100% complete. Each staff meeting now includes a P2 element.

- (f) OAQ and Regional Offices will include P2 in the job description of the inspectors.

By: June 30, 2002

% Complete & Status:

80% complete. Section Chiefs and Deputy Directors have added P2 to job descriptions as the descriptions are updated during the annual appraisal of inspectors except NWRO. The NWRO will revise the descriptions during FY 03.

- (2) Implement a sector based Technical Assistance Program focusing on small business foundries, metal furniture products, miscellaneous metal parts and plastic parts.
- (a) Develop a scope of work and contract with the Clean Manufacturing Technology Institute (CMTI) to provide technical assistance via on-site, in-plant process engineering consultations, workshops, seminars, conferences, information brochures, website information services and electronic communications.

By: June 30, 2001

% Complete & Status:

100% complete. A Memorandum of Agreement (MOA) between the Clean Manufacturing Technology Board and OAQ was signed on October 9, 2001, that includes a scope of work.

- (b) Administer contract with CMTI for compliance assistance to selected sources. The quantity and quality of contacts within each sector, on-site and in-plant consultations, workshops, seminar, and conferences, informational brochures, website information services, electronic communications, those sources "opting out" of a NESHAP, the number of sources submitting permit applications, and submission of emissions statements will be assessed and evaluated quarterly.

Quarterly: Through December 31, 2003

% Complete & Status:

100% complete. On-going. OAQ has reviewed and accepted the 5th quarter report covering January, February, and March 2003. The report being presented to the Clean Manufacturing Technology Board on June 20, 2003.

- (c) Complete a written assessment of the contract and make recommendations for future Technical Assistance Programs.

By: December 31, 2003

% Complete & Status:

This activity will be undertaken towards the end of the 2 year contract term.

C) OAQ — Office Support**1) Work with Agency Health and Safety Officer to implement agency Health and Safety policy**

Ongoing: As required
 By: Agency policy.
 By: August 31, 2001 — develop specialized curriculum for Air Monitoring Branch staff and air inspectors (schedule according to agency policy).

% Complete & Status:

100% Complete. The Compliance Branch managers and IDEM's Health & Safety Coordinator have developed safety training for the inspectors and stack test staff. All Air Compliance Branch Staff have completed a minimum of 24 Hours of Safety Training. OAQ continues to meet with the IDEM Health & Safety Coordinator to address safety and medical monitoring issues. The curricula for Air Monitoring Branch has been developed in conjunction with the Agency Health and Safety Officer. First time and refresher training courses for the Air Monitoring Branch will begin in January 2003.

2) Work with HR throughout the year to increase OAQ workforce diversity.

By: August 31, 2001 — After consultation with HR, develop written plan to address OAQ's workplace diversity. Implement plan according to schedule.

% Complete & Status:

100% complete.

3) Meet or exceed goal of submitting hire request within 12 weeks from the date of vacancy for at least 90% of hiring decisions.

By: June 30, 2003

% Complete & Status:

100% complete. Hiring is currently limited to a few positions that have been granted an exception to the hiring freeze. These approved positions will be tracked to ensure that hiring request are submitted within 12 weeks of receiving approval to post. To-date, all hiring decisions have met this goal.

4) Local agency contracts signed and in effect.

By: December 15, 2002

% Complete & Status:

100% complete.

- a) Work toward goal of renewing contracts and or preparing two-year contracts. Approve local agency work plans. At least one contract will be a two-year contract.

By: July 31, 2002

% Complete & Status:

100% complete.

- b) Submit final contracts to locals for signature.

By: July 31, 2002

% Complete & Status:
100% complete. .

- c) Submit contracts to IDEM Commissioner for signature.

By: August 31, 2002

% Complete & Status:
100% complete.

5) Visit each local agency twice between July 1, 2002 and June 30, 2003.

By: July 31, 2002 — Prepare schedule for visits.

% Complete & Status:
80% complete. A schedule has been prepared for this other visits.

6) Work with OMBA to develop a method to perform a basic financial audit of local agencies.

By: June 30, 2002

% Complete & Status:
100% Complete. Developed audit format.

- a) Develop a plan and milestones with local agencies to correct any audit deficiencies.

By: June 30, 2002

% Complete & Status:
100% complete.

- b) Implement a plan to correct audit deficiencies that are found.

By: June 30, 2002

% Complete & Status:
100% complete. The 2003 contracts for all local agencies contain language requiring that Title V funds not be intermingled with non Title V funds, and Title V quarterly reports be developed from financial records that are presented fairly in all material respects in conformity with generally accepted accounting principles.

7) Continue to work with OMBA to establish realistic program and branch budgets.

By: Ongoing

% Complete & Status:
After several discussions with OMBA, it has been determined that this cannot be done at this time.

8) Train all staff on OMBA policies.

By: October 30, 2001

% Complete & Status:
100% complete.

- a) Update staff as necessary.

By: Ongoing

% Complete & Status:

100% Complete. Reviewing and commenting on OMBA draft policies. Assisting staff when asked.

9) Continue to maximize training opportunities.

- a) Continue to outreach to other IDEM offices, other government agencies, trade associations and private citizens.

By: Ongoing

% Complete & Status:

100% complete.

- b) Look for other sources of training that are available through a satellite downlink, Internet, or other mechanisms.

By: Ongoing

% Complete & Status:

100% complete.

- c) Track office participation in state offered e-training.

By: Ongoing

% Complete & Status:

100% complete. OAQ will not be participating further in this training.

D) OAQ — Branch Specific Priorities

1) **Permits Branch**

The OAQ Permits Branch issues permits to sources that emit pollutants to Indiana's air. This includes: Construction and Operating Permits, Permit Completion Guidance, Title V Operating Permits, FESOP / SSOA Permits.

- a) Issue all New Source review decisions on time.

By: Ongoing

% Complete & Status:

Ongoing. 100% on time.

- b) Establish internal targets for review permits/approvals/licenses without statutory/rule deadlines and meet these 100% of the time.

By: June 30, 2002

% Complete & Status:

85% complete. A list of approvals having no statutory/rule deadlines and internal targets to track these has been established. A report to track these permits has been created. These internal targets for smaller projects will be met although some other permits having higher priority, e.g., New Source Review and Title V permits, will always take precedence. We plan to begin reporting all permit decisions that have statutory/rule deadlines but have previously gone unreported. Active 30-day, 45-day, 60-day and 90-day approvals are being evaluated to determine if any long-standing permits should be closed out before we begin reporting in early FY2003.

- c) Issue all but 40 (5%) of the Title V permits with application dates prior to December 31, 2000.

By: June 30, 2002

% Complete & Status:

142 (19%) of the permits remain to be issued. Of these, 41 have been to public notice, 50 have been drafted, and 51 are not yet drafted.

- (1) 80% of the permits issued and 19% to public notice

By: December 31, 2001

% Complete & Status:

81% of the permits have been issued, and 29% of those remaining 142 Title V permits have been public noticed.

- (2) All but the most complex of remaining permits issued

By: June 30, 2002

% Complete & Status:

81% complete - Of the 764 Title V permit applications received through December 31, 2002, 622 have been issued.

- (3) All remaining permits with applications received by June 30, 1999 issued

By: June 30, 2003

% Complete & Status:

The following milestones have been established.

-Issue 624 permits by June 31, 2002 (82% of goal).
 -Issue 643 permits by September 30, 2002.
 -Issue 691 permits by December 31, 2002 (91%).
 -Issue 699 permits by March 31, 2003.
 -Issue 764 permits by June 30, 2003 (100%).

d) **Issue all FESOP renewals.**

By: December 31, 2001

% Complete & Status:

69% complete - Of the 338 FESOP renewal applications received to-date, 230 have been issued, 13 have been withdrawn or combined and 12 of the remaining applications have been public noticed.

e) **Implement a permitting pilot in the Northern Regional Office.**

(1) **Initial proposal for pilot with list of issues and initial meeting with NRO.**

By: July 31, 2001

% Complete & Status:

100% complete. The initial proposal and subsequent meetings with NRO and our proposed contractor to implement the permit pilot have been accomplished.

(2) **Implement permitting pilot**

By: June 30, 2002

% Complete & Status:

100% complete - We have decided not to pursue the permitting pilot due to its cost and the current state financial situation.

f) **Make all necessary revisions to Title V rules and program to receive full federal approval and to comply with HB 1343.**

By: December 31, 2001

% Complete & Status:

100% complete. The rule became effective January 19, 2002. The program revision was submitted to EPA on February 6, 2002.

g) **Submit request for final federal approval of Prevention of Significant Deterioration program.**

By: December 31, 2001

% Complete & Status:

100% complete. SIP submittal sent to EPA on February 1, 2002. EPA conditionally approved the program, effective April 2, 2003.

h) **Public participation goals/activities**

(1) **Develop enhanced public outreach approach for permits (both Title V and construction) as needed.**

By: Ongoing

% Complete & Status:

100% complete. Several key permits identified for enhanced outreach; steel mills, BP/Amoco and NIPSCO in NWI; Covanta and Belmont Treatment plant; AE Staley; "Citizen Summaries" (fact sheets) are now routinely distributed at public hearings. A public meeting, in coordination with the Indianapolis Urban League, was conducted for Covanta and Belmont was held on February 19, 2002.

Plan has been developed to conduct a series of Regional Workshops throughout the State. Successfully introductory workshops conducted on April 17 in Lafayette and April 23 in Portage/Gary. Working with local citizens to set up times for Northeast Indiana and Southwest Indiana, and follow-up on National Steel in Porter County.

- (2) In coordination with EPA, develop and offer a training for citizens on the new source review permitting process.

(a) Develop training materials

By: October 31, 2001

% Complete & Status:

100% complete.

(b) Offer training

By: March 31, 2002

% Complete & Status:

100% complete. Training conducted on June 26 and 27, 2002, in Indianapolis. First NSR training in the country. Thirty-three people attended, evaluations were good. IDEM has provided positive feedback to EPA to help encourage other trainings throughout the regions.

- i) Evaluate all permitting public notice processes with respect to enhancing public participation.

By: June 30, 2002

% Complete & Status:

85% complete. "Plain English" public notices being finalized. How to Appeal a Permit Decision Fact Sheet is final and is being included with all permit decisions that can be appealed.

- j) Revise permit processing protocols to be more consistent with the concept of Environmental Justice—including staff training (not limited to permitting staff) and the delineation of EJ areas—and develop strategies for addressing permitting requests in EJ areas.

By: June 30, 2002

% Complete & Status:

80% complete overall. Agency wide participation plan with regard to EJ areas being made more specific for Air Permits. Public meeting for two potential EJ Sources conducted on February 19, 2002, in conjunction with the Indianapolis Urban League. EJ Training for OAQ Staff 100% complete.

- k) Evaluate further opportunities to establish general permits or permits by rule.

By: December 31, 2001

% Complete & Status:

50% complete. Due to unforeseen staff vacancies, this project's timeline is continuing past June 30, 2002. OAQ is continuing to work with the Indiana Grain and Feed Association (IGFA) to determine if a general permit or rule change will be appropriate for its member sources. OAQ met with the IGFA on December 5, 2001, and again on April 25 and October 3, 2002. We reported our findings to IGFA to form an internal work group and provide us with more specific concerns. Then we will work together with them to address their concerns by developing new types of general permits, revising the current permit by rule or other rules, or changing conditions in specific permits.

- l) Establish schedule for opportunities identified to establish general permits or permits by rule and implement.

By: June 30, 2002

% Complete & Status:

50% complete. Due to unforeseen staff vacancies, this project's timeline is continuing past June 30, 2002. OAQ will begin drafting schedules when a candidate for a general permit or permit by rule is identified.

- m) Implement Section 112(j) MACT hammer provisions.

- (1) Develop Part 1 application form.

By: March 31, 2002

% Complete & Status:

100% complete. Part 1 application form was developed and distributed on March 28, 2002.

- (2) Prepare outreach materials and deliver to potentially affected sources.

By: March 31, 2002

% Complete & Status:

100% complete. Outreach materials were mailed to all Title V sources on March 28, 2002.

- (3) Develop model permit language for affected Title V permits issued after May 15, 2002.

By: April 30, 2002

% Complete & Status:

100% complete. Model permit language was distributed to all permit reviewers on June 26, 2002.

- (4) Enter application information into database to assist compliance, permits, and to ensure consistency within source categories.

By: May 31, 2002

% Complete & Status:

100% complete. All application information was entered into our 112(j) database and made available to compliance inspectors and permit reviewers on June 21, 2002.

- (5) Include 112(j) place holder language in appropriate Title V Permits.

By: July 1, 2002

% Complete & Status:

100% complete.

- (6) Make expeditious applicability determinations as necessary.

By: Ongoing

% Complete & Status:

50% complete. We have received 285 applicability determinations. With the help from the Programs Branch staff, we have drafted 151 determinations, in varying stages of review.

- (7) Track EPA's development of 112(d) NESHAPs to track ongoing applicability of 112(j) to difference source categories.

By: Ongoing

% Complete & Status:

100% complete. We are tracking U.S. EPA's progress and posting updates to IDEM's webpage each month. The webpage shows each federal rule and its current status.

- (8) Develop contract language and compensation for 112(j) determinations that would be done by permit review contractors.

By: March 15, 2003

% Complete & Status:

100% complete. We have determined that we should be able to use existing language in the current contract if it is necessary to assign 112(j) determinations to contractors under the current term.

- (9) Develop Part 2 application form and distribute to affected sources.

By: March 31, 2003

% Complete & Status:

100% complete. The part 2 application form is complete and will be available on the website on March 3. An outreach packet was mailed to affected sources on February 25.

2) Compliance Branch

The OAQ Compliance Branch works to ensure that sources in Indiana comply with all applicable state and federal air pollution regulations by conducting inspections and reviews of compliance data and information. Activities in the branch include: inspection and other compliance monitoring activities of major stationary sources, reviews of open burning, and compliance data reviews.

- a) Implement a strategic inspection plan that will include inspecting all sources responsible for 95% of the emissions statewide excluding gas compressor stations.

By: June 30, 2002 and June 30, 2003

% Complete & Status:

100% for the biennium.

- b) Respond to 100% of all complaints received by the branch and regional offices.

By: Ongoing

% Complete & Status:

100% complete. OAQ and Regional Office inspectors have received 286 in FY02 and 268 complaints to-date for FY03. Inspectors respond to complaints as they receive them.

- c) Implement the Draft EPA Compliance Monitoring Strategy (CMS) for inspections and compliance evaluations.

(1) Develop a Compliance Monitoring Strategy plan with U.S. EPA Region V.

By: Sept. 30, 2001 for FY02 and Sept. 30, 2002 for FY03

% Complete & Status:

100% complete. A letter was sent to U.S. EPA Region 5 on October 1, 2001, outlining Indiana's Compliance Monitoring Strategy and the identification of the sources that will be inspected as part of the strategy for FY02. EPA found Indiana's Compliance Monitoring to be acceptable. The FY 02 Plan was sent to US EPA Region 5 on September 24, 2002, for FY03. EPA responded that the plan was acceptable during a meeting on March 19, 2003.

(2) Conduct full compliance evaluations of all Part 70 sources once every 2 years except as noted in the CMS. Inspect all Part 70 sources that were not inspected in the previous year except for those sources exempted in the CMS.

By: June 30, 2002 and June 30, 2003

% Complete & Status:

100% complete for the biennium.

(3) Conduct full compliance evaluations of all FESOP sources once every 5 years except as noted in the CMS. Inspect all FESOP sources that have not been inspected in the last 4 years.

By: June 30, 2002 and June 30, 2003

% Complete & Status:

100% complete for the biennium.

d) Emissions statements and TRI reporting and compliance discrepancies

(1) Identify sources where emissions statements or TRI reports show sources are above their permitted VOC or HAPs limits.

By: Dec. 31, 2001 for FY02 and Dec. 31, 2002 for FY03

% Complete & Status:

100% complete - Air Compliance staff assisted OPPTA and Judy Robertson, and were able to identify 5 sources for FY02 and 4 sources for FY03 that may have exceeded their FESOP limits based on TRI data. This information has been turned over to the source inspectors for investigation.

(2) Implement a strategic inspection program where emission statements or TRI reports indicate sources are above their permitted VOC or HAPs limits.

By: June 30, 2002 and June 30, 2003

% Complete & Status:

100% complete. Four of the 5 sources were found to have submitted incorrect information and will revise their data for FY 02. The fifth source was closed. Four Sources were identified for further investigation in FY03. One source converted their FESOP to a Part 70 permit prior to the 2000 TRI data year. Two sources had Part 70 permits during 2000 and were converted to FESOPs after 2000. A mistake was made in the TRI data when the fourth source was assigned the wrong source ID number. Therefore, there were no violations of FESOP conditions for the sources identified in FY03.

e) Develop and implement compliance database system that links current separate databases as well as other OAQ and agency databases. The database system will follow all agency data integration criteria.

(1) Draft and submit a Scope of Work request to IT

By: August 31, 2001

% Complete & Status:

100% complete. OAQ received a copy of the detailed summary for the Scope of Work from OPA. The Core Group reviewed and approved the Scope of Work.

(2) Finalize contract for scope of work.

By: September 30, 2002

% Complete & Status:

100% Complete - The contract for the Scope of Work was signed on January 21, 2003. The contractor, ADG arrived on February 10, 2003.

(3) Complete Scope of Work

By: December 31, 2002

% Complete & Status:

100% complete - ADG completed the Scope of Work in April 2003.

(4) Draft contract, select vendor and begin implementation of the contract

By: March 31, 2003

% Complete & Status:

5% complete. IDEM's Data Management Team (DMT) provided SPS with a copy of the Scope of Work and SPS is currently doing a high level function comparison to find out what percent of our current system is compatible with the Texas (TCEQ) database. SPS is also writing a proposal that will include the cost to set OAQ up with the structure of TCEQ's database, the set-ups, and scoping task. The DMT is scheduled to meet June 5, 2003.

(5) Complete project

By: June 30, 2004

% Complete & Status:

Awaiting completion of the Scope of Work.

- f) The Indiana Department of Environmental Management will evaluate the hardware, software and resources needed to maintain the state AIRS facility subsystem and will develop an action plan. Until such time that Indiana staff have been trained and the program is up and running, Region 5 will continue to process Indiana's compliance and enforcement data.

Develop action plan.

By: December 31, 2001

% Complete & Status:

100% complete. The Air Compliance Branch submitted an action plan to US EPA on December 31, 2001. The plan outlines our timing concerns, system needs, staffing estimates, and short and long term recommendations for maintaining AFS.

- g) Develop coordinated compliance program with OLQ focusing on sources subject to NESHAPs that contain leak detection requirements.

- (1) Meet with OLQ to determine scope of priority (e.g. sectors or types of sources to be included in program).

By: August 31, 2001

% Complete & Status:

100% complete. An outline of NESHAP and MACT standards and source types that require a LDAR program has been developed. Further review of the applicable rules has been conducted. Joint inspections has been scheduled. Several meetings with OLQ managers and inspectors has been held to discuss the LDAR program.

- (2) Develop specific goals and tasks for the compliance program and identify responsibilities of each office.

By: September 30, 2001

% Complete & Status:

100% complete. OAQ inspectors include LDAR inspections as part of the committed inspections. A meeting was held with OLQ Compliance staff and management, and an agreement was made to work together on the LDAR program for common interests. Both offices have committed to conduct co-inspections at LDAR sources.

- (3) Implement compliance program

By: December 31, 2001

% Complete & Status:

100% complete. Implementation has begun with one OAQ inspector including LDAR inspections coordinated with other OAQ inspectors as part of committed inspections. Inspection scheduled with Indianapolis air inspectors to inspect Reilly Industries. An inspection completed by OLQ was observed by an OAQ inspector. BP Amoco in Lake County is the last LDAR inspection to be completed and will be done before the end of the fiscal year. All committed LDAR sources were inspected.

- (4) Complete program and make recommendations for future coordination and compliance efforts.

By: June 30, 2002

% Complete & Status:

75% complete. LDAR inspections are continuing including the addition of New Energy to the list of sources subject to LDAR. OAQ is scheduling review of Method 21 testing procedures at Reilly Industries and BP. OAQ staff met with OLQ Compliance staff to identify priorities for the program during the next EnPPA cycle.

h) AHERA

- (1) Conduct 20 AHERA inspections at school systems focusing on schools that currently have asbestos removal projects.

By: June 30, 2002

% Complete & Status:

100% complete. OAQ has completed 21 AHERA compliance inspections. Note: The AHERA inspection program will not be implemented or included in the EnPPA agreement for FY 2003.

- (2) Develop and implement an education and communication plan with the Department of Education to inform school systems about AHERA requirements and IDEM's Notepad e-newsletter for schools.

By: June 30, 2003

% Complete & Status:

100% complete - ongoing. OAQ will submit article addressing AHERA issues for IDEM's Notepad School Newsletter summer edition by June 2, 2003.

i) Annual compliance certification project

- (1) Re-evaluate current OAQ and EPA policies and procedures for annual compliance certifications.

By: September 30, 2001

% Complete & Status:

100% complete. Re-evaluation of the Title V and FESOP annual compliance certification policies and procedures has been completed.

- (2) Make recommendations for changes, updates, revisions, and development of new policies and procedures and guidance.

By: September 30, 2001

% Complete & Status:

100% complete. The nonrule policy document with sample forms and examples was presented to the Air Board on August 6, 2002.

- (3) Complete revision of nonrule policy; Complete development of any forms or guidance.

By: November 30, 2001

% Complete & Status:

100% complete. Draft nonrule policy document, with sample forms and examples is in computer with revisions from external comments. NPD was presented to the Air Board in August and was effective on September 6, 2002. EPA has begun the process of providing national guidance on annual compliance certifications and the draft is consistent with OAQ's position. OAQ will be evaluating EPA's guidance and its impact on Indiana's program when it is released.

- (4) Train OAQ staff on current policy and review procedures.

By: January 30, 2002

% Complete & Status:

100% complete. Training was held on 11/19/02 and 12/05/02. Inspectors attended in person or via conference line for regional offices and home inspectors.

- (5) Provide training to sources on current policies.

By: January 30, 2002

% Complete & Status:

100% complete. Training sessions have been conducted at Hammond - Feb. 20; Elkhart - Feb. 20; New Albany - March 7 and 2 sessions held in Indianapolis - March 4, and Jasper April 15, 2003. Additional sessions held in Ft. Wayne - May 20; Indianapolis - May 29, and Terre Haute - June 4, 2003.

- (6) Review 95% of all Title V and FESOP annual compliance certifications submitted to the agency within 90 days of receipt of the certification.

By: Ongoing

% Complete & Status:

100% complete - ongoing. OAQ received a total of 1000 annual compliance certifications for FY02. OAQ has received a total of 630 annual compliance certifications for FY03 to date. Inspectors review these certifications within 90 days of receipt.

- (7) Identify late and non-submitters of Title V and FESOP annual compliance certifications. Implement the compliance/enforcement guidance issuing violation letters and referring appropriate cases to Office of Enforcement for late or failure to submit a Title V and FESOP annual compliance certification.

By: Ongoing

% Complete & Status:

100% complete. The compliance/enforcement referral guidance was completed June 30, 2002, and implemented for certifications due in 2001. Annual compliance certifications for 2002 were due in April 15, and July 1, 2002. Title V sources that failed to submit or were late by more than 60 days were referred to OE. FESOP sources that failed to submit or were late by more than 90 days were referred to OE.

- (8) The branch will provide a written summary of the annual compliance certification program for FY 02 and FY03. At a minimum, this summary will include the number of certifications required, number submitted, number of late submissions, number of violation letters and referrals, and the number of sources identifying non compliance.

By: June 30, 2003

% Complete & Status:

100% complete. A written summary was completed on December 20, 2001, for certifications received in 2001. FY02 certifications were due on April 15, 2002, and July 1, 2002. A written summary will be completed for FY03 certifications by December 31, 2002.

j) Styrene compliance evaluation 326 IAC 20-25

- (1) Identify and inspect at least 15 sources in FY02 in the NRO area that are subject to 326 IAC 20-25, concentrating on those sources that: 1) have not notified IDEM that they are subject to the rule; 2) have failed to notify IDEM of compliance; and 3) those that pose the greatest potential for harm. Inspect remainder of the sources in FY03.

By: January 30, 2002 — Identify sources.

By: June 30, 2002 — Inspect 15 styrene sources that failed to notify.

By: June 30, 2003 — Inspect remainder of sources

% Complete & Status:

100% complete - identify sources to inspect. Fifteen sources were originally targeted for inspection. The sources were targeted based on their failure to submit a notification report, high PTE or previous compliance history.

100% complete - inspections. All sources that failed to notify were targeted for inspection. Additional styrene sources has been inspected. A total of 22 styrene sources were inspected in FY02. A compliance checklist was developed and is currently in use by inspectors.

100% complete - all 27 styrene sources have been inspected.

- (2) Coordinate an enforcement strategy for non-compliance with the styrene rule that would include development of Compliance/Enforcement Referral Guidance and potential Enforcement strategies.

By: January 30, 2002

% Complete & Status:

100% complete. The guidance has been completed.

- k) Approve protocols, quality assure and validate 85% of compliance tests focusing on Title V, FESOPS, nonattainment counties, NESHAPS, enforcement orders, and emission factors. Resolve protocol, testing, applicable permitting issues, and rule issues.

By: June 30, 2003

% Complete & Status:

The Compliance Data Section has quality assured and validated 87% of compliance tests of sources. The Compliance Data Section has concentrated on quality assurance of MACT and enforcement tests, and resolution of testing issues due to vacancies and new staff in training.

- l) Certify continuous emission monitoring systems (CEMS) and quality assure 85% of CEMS tests of NSPS, SIP, NOx, and Part 75 sources focusing on monitoring systems performance, enforcement, and contractor performance. Resolve quality assurance and performance specification testing issues.

By: June 30, 2003

% Complete & Status:

The Compliance Data Section quality assured and validated 71% of CEMS certifications and relative accuracy tests. The Compliance Data Section has concentrated on quality assurance of CEMS certification tests due to vacancies in section.

3) **Ambient Air Monitoring Branch**

The Ambient Air Monitoring Branch maintains and analyzes the information from Indiana's ambient air monitoring stations located across the state. This includes: monitoring for all criteria pollutants, conducting ambient monitoring for certain air toxics, quality assuring data, and communication of monitoring information to the public through Ozone Web, ToxWatch and other means.

- a) Continue to operate and review all ambient networks to track National Ambient Air Quality Standards compliance for all criteria pollutants.

- (1) Track monthly valid data return.

By: Ongoing - Monthly

% Complete & Status:

100% complete - ongoing. The Air Monitoring Branch (AMB) tracks the valid data return for all criteria and non-criteria pollutants monitored. Valid data return for July 01 through December 02: SO₂ - 95%; O₃ - 97%; CO - 97%; NO/NO_x - 89%, Cont PM₁₀ - 96%; Cont PM_{2.5} - 97% Met - 96%.

- (2) Achieve 90% valid data return for intermittent parameters.

By: Ongoing - Monthly

% Complete & Status:

100% complete - ongoing. The Air Monitoring Branch tracks the valid data return for VDR for intermittent parameters. Valid data return for: PM10 (July 01 - Jan. 03) - 95%; Lead (July 01-Dec. 02) - 97%; PM2.5 (July 01 - Mar. 03) - 93%.

- (3) Provide final, quality assured ozone data after close of ozone season.

By: Nov. 15, 2001 and Nov. 15, 2002

% Complete & Status:

100% complete. The Air Monitoring Branch completed the final quality assurance on the 2001 data on November 29, 2001. All 2002 ozone data has been checked and quality assured.

- (4) Conduct annual network review in conjunction with Lake Michigan Air Directors Consortium Regional Planning Organization. Complete recommendations for revised network.

By: September 30, 2003

% Complete & Status:

85% complete. A draft of the network review has been finalized in conjunction with LADCO and EPA, Region 5. The internal review process is continuing through 2003 with input from IDEM staff, other agencies, and the public.

- (5) Identify and implement first phase of network revisions.

By: January 1, 2003

% Complete & Status:

80% complete. A five year plan for network revisions has been developed and is in a draft phase. The write-up to accompany the revisions is being worked on and must be reviewed by other staff and agencies prior to implementation. Once the plan is finalized by IDEM, the first phase of network changes will be implemented.

b) Continue Indiana Air Toxic Monitoring Program

- (1) Continue operation of 8 permanent canister sites and one special study site (School 21 in Indianapolis).

By: Ongoing

% Complete & Status:

100% complete. All sites are operational. The continuous AutoGC system is installed at the school-21 site and collecting data for ozone precursor compounds on an hourly basis. We are also adding a PAH monitoring sampler and Met tower at the site. We are waiting for the purchasing department to approve the contract for ERG for PAH sample analysis.

- (2) Track monthly valid data return for toxics site and meet 90%.

By: Ongoing - Monthly

% Complete & Status:

100% complete. The VDR for all sites for the first quarter are as follows:

East Chicago - 93.3%	Gary ITRI - 100%	Hammond CAAP - 93.3%
Ogden Dunes - 100%	Gary Ivanhoe - 100%	University of Evansville - 86.6%
Washington Park - 86.6%	School 21 - 92.0%	Pierre Moran - 66.6%

- (3) After consultation with Air Toxics Advisory Group, finalize TO-15 analyte list, acquire standard, and begin analyzing the canister samples for those analytes.

By: July 31, 2001

% Complete & Status:

100% complete. The Air Monitoring Branch (AMB) has completed analyzing the TO-15 standard and established the minimum detectable limits. The Branch started analyzing the toxic samples using the TO-15 methodology effective January 1, 2002. AMB staff, in conjunction with the Air Programs branch and OPPTA staff, has completed the write-up of the health effects information for inclusion for the ToxWatch web page and waiting for the web administrator's decision on posting criteria.

- (4) Implement enhancements at Indianapolis Washington park site to become a supersite, in accordance with National Air Toxics Monitoring Program grant.

By: December 31, 2001

% Complete & Status:

100% complete. All equipment is in place, and monitoring has begun at the Washington Park site since January 2002.

- (5) Maintain up to date information on ToxWatch website.

By: Ongoing - Monthly

% Complete & Status:

100% complete. The ToxWatch web page is updated with first quarter 2003 data.

c) Establish PM-2.5 Speciation Monitoring Network

- (1) Research alternative continuous methodologies.

By: August 31, 2001²

% Complete & Status:

50% complete. The carbon and nitrate analyzers are performing fairly well. Correlations with the filter-based units are about 50-60%.

- (2) Submit revised network plan to EPA.

By: August 31, 2001²

% Complete & Status:

100% complete. The network plan for speciation monitoring in Indiana has been tentatively approved. Awaiting the outcome of the beta testing as Indiana will elect to conduct continuous speciation monitoring upon successful beta testing of the monitors.

- (3) Procure and prepare instrumentation for field.

By: December 31, 2001²

% Complete & Status:

100% complete. Sampling began February 1, 2002.

² Date is contingent upon development and availability of continuous instrumentation.

- (4) Procure monitoring location and establish 4-6 sites, depending on monitoring methodology chosen.

By: December 31, 2001²

% Complete & Status:

75% complete. Speciation samplers have been deployed at Gary ITRI and Fort Wayne and began operation April 1. Units for Hammond and South Bend are on order and are scheduled to begin operation Jan. 1, 2004.

- (5) Track Valid Data Return and achieve at least 90%

By: Ongoing - Monthly

% Complete & Status:

100% complete - ongoing. Indianapolis Washington Park VDR for July 01 - Mar. 02: 97%; Mechanicsburg VDR for Jan. - Mar. 03: 94%; Evansville VDR for Oct. - Mar. 03: 97%. Gary VDR for Apr. 03: 100%; Fort Wayne VDR for Apr. 03: 100%.

- d) Conduct data analysis on PM_{2.5} data

- (1) Develop objectives for data analysis project, in conjunction with LADCO data analysis objectives

By: June 30, 2001

% Complete & Status:

100% complete.

- (2) Perform mass data analysis and event-specific meteorological re-constructions

By: December 31, 2001

% Complete & Status:

100% complete.

- (3) Produce final mass data analysis report on 99/00 data

By: February 28, 2002

% Complete & Status:

100% complete.

- (4) Develop objectives for speciation analysis

By: March 31, 2002

% Complete & Status:

100% complete.

- (5) Perform speciation analysis

By: June 30, 2002

% Complete & Status:

Speciation analysis is underway.

- (6) Produce final speciation data analysis report

By: August 31, 2002

% Complete & Status:

On schedule.

e) Conduct Visibility Monitoring

(1) Submit monitoring plan to EPA

By: December 31, 2001

% Complete & Status:

100% complete. The monitoring plan used is the regional visibility monitoring plan.

(2) Procure and prepare instrumentation for field

By: February 28, 2002

% Complete & Status:

100% complete. The camera is in operation. Ozone data, PM2.5 data, and met data are being posted. The website is being updated with some enhancements to include the ideal photo with landmarks.

(3) Procure monitoring location and establish site

By: February 28, 2002

% Complete & Status:

100% complete. Site was established in Cingular Building on April 18, 2002.

f) Conduct Special Purpose Monitoring for complaint or source problem

(1) Operate continuous PM-10 SPM in Columbus

By: August 31, 2001

% Complete & Status:

100% complete. Final report was distributed and is on AMB website.

(2) Initiate continuous PM-10 SPM in Auburn

By: September 30, 2001

% Complete & Status:

95% complete. Final report has been written and is being reviewed prior to being posted on the web.

4) Programs Branch

The Programs Branch of OAQ develops air regulations and programs designed to meet the requirements of the Clean Air Act and improve air quality in Indiana. This includes: strategic planning for OAQ, emission statement reporting, inventory development, vehicle I/M program support, air toxics program, rules development, and a variety of outreach activities.

a) Inspection/Maintenance

(1) Gain approval of I/M SIP revision from USEPA

By: June 30, 2002

% Complete & Status:

100% complete. US EPA's approval of I/M SIP revision was published in the Federal Register on September 27, 2000.

(2) Commence OBD II testing

By: January 1, 2002

% Complete & Status:

100% complete. Pass/fail OBDII testing started system-wide on December 18, 2001.

b) Criteria Pollutants**(1) Obtain USEPA approval of Lake and Porter Attainment Demonstration Counties**

By: October 31, 2001

% Complete & Status:

100% complete. The Attainment Demonstration for Lake and Porter Counties was submitted to US EPA on December 21, 2000. US EPA published proposed approval on August 3, 2001. EPA approved Indiana's plan to attain the one-hour health standard for ozone in Lake and Porter Counties on October 16, 2001. The final approval was published in the federal register on November 13, 2001 (66 FR 56944).

(2) Lake County SO₂ Redesignation Modeling & Rulemaking Activities**(a) Publish Second Notice**

By: February 28, 2001

% Complete & Status:

100% complete. Second notice published on June 1, 2003.

(b) Final Adoption of Rule

By: September 30, 2002

% Complete & Status:

Modeling and legal issues have delayed this project. However, the rule is tentatively scheduled for final adoption on December 3, 2003.

(3) Complete Clark/Floyd Redesignation (provide information to USEPA as needed)

By: October 31, 2001

% Complete & Status:

100% complete. Clark and Floyd Counties received U.S. EPA approval on October 4, 2001, to be redesignated from non-attainment to attainment.

(4) Complete 1999 periodic inventory**(a) Develop comments on US EPA draft National Emissions Inventory (NEI), Version 2 (due October 2001)**

By: February 28, 2002³

% Complete & Status:

100% complete.

(b) Final inventory to US EPA

By: June 30, 2002

% Complete & Status:

100% complete.

(5) Work with USEPA to gain approval of outstanding SIP submittals

■ Rolls Royce

³ Subject to EPA's release of NEI, version 2

- Illinois Cereal Mills
- Johns Manville
- Safety Kleen
- Cold Cleaning Degreasers
- I/M
- Cerestar
- Refueling/Transport
- SO2 Monitoring
- Crane Naval Warfare
- Start up/shut down rule
- Union Tank Car

By: Ongoing through June 30, 2002

% Complete & Status:

100% Complete.

Rolls Royce federal rule effective 8/13/01. Illinois Cereal Mills federal rule effective 7/20/01. Johns Manville federal rule effective 8/13/01. Safety Kleen request to withdraw SIP submittal on 3/31/03. Cold Cleaning Degreasers federal rule effective 10/15/01. I/M federal rule effective 9/27/01. Cerestar federal rule effective 9/17/01. Refueling/transport federal rule effective 7/30/02. SO2 monitoring submittal withdrawn. Crane Naval Warfare SIP approval effective 3/03/03. Opacity rule federal rule effective 8/15/02. Union Tank Car federal rule effective 01/21/03.

(6) PM 10 Redesignation

(a) Review inventory and current SIP

By: August 31, 2001

% Complete & Status:

100% complete.

(b) Assess SIP modifications and need for additional modeling

By: October 31, 2001

% Complete & Status:

100% complete. EPA has informed us that additional modeling will not be needed.

(c) Perform necessary modeling

By: May 31, 2002

% Complete & Status:

100% complete. Additional modeling will not be required.

(d) Prepare and submit Redesignation Request to U.S. EPA.

Prepare draft request for internal review – May 1, 2002

Finalize draft request, open 30 day comment period, and submit to USEPA for parallel processing – July 1, 2002

Hold public hearing – July 31, 2002

Submit request to U.S. EPA – October 1, 2002

% Complete & Status:

100% complete. Hearing held in July 18, 2002. Submitted to US EPA on September 26, 2002. Redesignation approved and effective March 11, 2003.

- (e) Lake/Porter Redesignation: Submit request and technical support document to U.S. EPA for the redesignation of Lake and Porter Counties to attainment of the 1-hour ozone standard.

- i. Prepare draft submittal document, point, area, and non-road mobile source emissions inventories, and a mobile source emissions budget for internal review.

By: May 15, 2002

% Complete & Status:

100% complete.

- ii. Open public comment period, submit draft documents to U.S. EPA for proposed approval, along with a request for parallel process.

By: June 15, 2002

% Complete & Status:

100% complete - Comment period was opened. However, due to monitored violations to the 1-hour standard, request for redesignation was withdrawn. There will be no further action.

- iii. Finalize redesignation request document and conduct public hearings. Submit to U.S. EPA for final approval. Provide any necessary assistance to U.S. EPA during their public review period and revise document, if necessary.

By: August 31, 2002

% Complete & Status:

0% complete. This redesignation will not go forward.

- (f) 8-Hour Ozone + PM 2.5 Implementation Activities: Activities will include familiarization with any new EPA guidance, continuing assessment of monitored values, network evaluation, updating attainment/nonattainment area designation recommendations, and participating in LADCO committees. Submit updated recommendations for attainment/nonattainment area designations under the 8-hour ozone and PM 2.5 NAAQS.

By: As appropriate, given EPA schedule

% Complete & Status:

100% complete. Preparation of recommendations is on schedule. Staff will continue to review and comment on EPA guidance as it is made available.

- (g) Participate in Midwest Regional Planning Organization / Lake Michigan Air Directors Consortium Activities: Activities include active participation in the Project Team and emissions, modeling, and data analysis workgroups and development of work products as determined by the organizations.

By: Ongoing through 2003

% Complete & Status:

100% complete. Staff has been actively engaged in LADCO/RPO activities including inventory development for both the 8-hour ozone and the fine PM(2.5) NAAQS, model development, data analysis, and monitoring activities. The LADCO/RPO work plan was recently reviewed and revised through 2003.

c) Develop and implement a radon awareness program in Indiana.

(1) Assist Indiana Department of Health with the Radon Hotline.

By: Ongoing through 2003

% Complete & Status:

100% complete. Assistance provided upon request. No staff are currently available to provide assistance through the remainder of the period.

(2) Provide radon materials at exhibit booths during exhibits, conferences and State Fair events.

By: Ongoing through 2003

% Complete & Status:

95% complete. Attended the Habitat for Humanity Conference, Health Care, Black Expo and the 2002 Indiana State Fair. No staff are available to provide outreach for the remainder of this period.

(3) Develop website for radon.

By: June 30, 2002

% Complete & Status:

100% complete.

(4) Obtain input from stakeholders for IDEM's radon program development.

By: April 30, 2003

% Complete & Status:

0% complete. The grant expired and will not be extended or renewed due to loss of outreach staff.

(5) Prepare the radon program plan based on stakeholder input.

By: December 31, 2003

% Complete & Status:

0% complete. The grant expired and will not be extended or renewed due to loss of outreach staff.

d) Air Toxics projects

(1) Complete ToxWatch data analysis and issue final report

(a) Review findings with ATAG; identify recommendations for next steps

By: December 31, 2001

% Complete & Status:

100% complete. The report and a fact sheet were e-mailed to stakeholders and posted on OAQ's web page in June 2002.

(b) Develop and implement communication strategy (w/assistance from OAQ Outreach)

By: December 31, 2001

% Complete & Status:

100% complete. The report and a fact sheet were e-mailed to stakeholders and posted on OAQ's web page in June 2002.

- (2) In coordination with USGS, perform mercury monitoring data assessment

- (a) Develop objectives for mercury data analysis

By: November 30, 2001

% Complete & Status:

100% complete.

- (b) Perform assessment of event – specific monitoring data for first full year of data

By: June 30, 2002

% Complete & Status:

80% complete. A general assessment of the first year's data was completed by the end of July. 25% - The event-specific assessment, which uses new software for back trajectories to determine source and transport of mercury, will take much longer because of the time it has taken to get the software and calibrate the model. Software now expected to arrive July 2004.

- (3) Hazardous air pollutant inventory development

- (a) Complete and document 1999 point source 188 HAP inventory to support National Emissions Information (NEI) submittal

By: December 31, 2001

% Complete & Status:

100% complete.

- (b) Complete and document comprehensive point, area, and mobile 1999 HAP inventory for the Great Lakes Commission and NEI.

By: June 30, 2002

% Complete & Status:

100% complete. Waiting on steering committee for how to estimate 1999 mobile source HAP emissions.

- (4) Metals Initiative

Research and evaluate emissions from electric arc furnaces and metal materials scrap yards, including an assessment of fugitive dust and fugitive gaseous mercury emissions. Consult with USEPA, other states, and other sources for relevant information.

Complete survey of available information including recommendations for next steps

By: June 30, 2002

% Complete & Status:

100% complete.

- (5) Neighborhood Assessment Pilot

Based on available information, identify an urban area (based on population exposure) for detailed assessment.

- (a) Develop a scope of work to include, but not limited to, reviewing available emissions, meteorological and monitoring data, performing an air modeling assessment, and development of a communication strategy.

By: June 30, 2002

% Complete & Status:

100% complete. The School #21/twin-Aire area in Indianapolis has been selected for assessment. Staff are working with the Marion County Health Department, City of Indianapolis, US EPA and local environmental groups on the assessment. The assessment is focused on inhalation air risk characterization and identifying possible risk mitigation/reduction opportunities within the community. IDEM has received EPA grant monies to support this effort.

- (b) Complete assessment and develop report, including recommendations for next steps.

By: June 30, 2003

% Complete & Status:

50% complete. An assessment plan has been developed and is currently being implemented. This is a multi-year project that will run through May 2004.

- (6) Agency Reduce Toxics Priority

Work within agency structure to provide technical support in the effort to perform an integrated analysis, using available tools, of available environmental and health data to identify pollutants of concern. Also, support the development and implementation of agency initiatives to address sources of such pollutants.

By: June 30, 2002 — Analysis

% Complete & Status:

100% complete.

- (7) Air Toxics Strategy Development (per SB 259): Develop a 5-year hazardous air pollutant strategy.

By: October 31, 2002

% Complete & Status:

100% complete. This was completed as part of the SEA 259 analysis.

- (a) Compile an inventory of known hazardous air pollutants emissions in Indiana, by quantity, by source type, and geographic location.

By: May 31, 2002

% Complete & Status:

100% complete.

- (b) Develop a plan identifying additional hazardous air pollutant data needs, including uses, processes and resources necessary to collect and assess this data.

By: July 31, 2002

% Complete & Status:

100% complete.

- (c) Based on available information, develop top ten priorities to address significant risks posed by hazardous air pollutant releases.

By: September 30, 2002

% Complete & Status:
100% complete.

- (8) 112(I) Delegation: Bring Indiana's delegation authority for section 112(d) standards up to date.
- (a) Submit request to U.S. EPA Region 5 for delegation of Indiana's Secondary Lead Smelting rule, 326 IAC 20-13.

By: June 30, 2002

% Complete & Status:
100% complete.

- (b) Submit request to U.S. EPA Region 5 for delegation of all section 112(d) standards effective as state rules, as of July 1, 2002.

By: September 30, 2002

% Complete & Status:
100% complete.

e) Rules projects

- (1) Emissions Reporting rule

Third comment period: August, 2001
Final Adoption: March, 2002

% Complete & Status:
80% complete. The SEA 259 report was finalized and presented to the EQSC; the preliminary adopted rule has been revised and a meeting to discuss proposed changes to the preliminary adopted rule has been scheduled with external parties on July 8, 2003. The goal is final adopt a rule in late 2003 or early 2004.

- (2) Steel Pickling rule

Second Notice: November, 2001
Final adoption: June, 2002

% Complete & Status:
15% complete. Considering the economy, the industry being regulated, and equity issues for sources with similar emissions, the second notice draft rule has been the subject of much discussion within OAQ. Additionally, the impacts of HEA 1221 on this rule have been analyzed and considered in preparing the draft rule. At this time, a new rulemaking schedule has been prepared with a goal of final adopting a steel pickling rule in the late spring of 2004.

- (3) Dip Tank rule

First Notice: August, 2001
Final Adoption: May, 2002

% Complete & Status:
100% complete.

- (4) Article 2 Fix-ups

First notice: March, 2002
Second Notice: July, 2002
Preliminary Adoption: December, 2002

% Complete & Status:

10% complete. First Notice published July 1, 2002. This rule is temporarily delayed to accommodate the schedules for the NSR Reform and PSD Fixup permitting rules. Next step in this rule will be an external meeting with interested parties. Second Notice - to be determined in coordination with Permits staff.

- (5) Implement a systematic approach to include pollution prevention opportunities using OPPTA expertise in the rule development process, including:

- Bi-annual planning meetings
- Shared work plans
- Initial meetings prior to first notice publication
- Development of rule specific P2 plan.

By: Ongoing

% Complete & Status:

100% complete. A COP has been completed and has been followed throughout 2001 and 2002.

- (6) Establish workplan and schedule for critical rulemakings

By: September 30, 2001

% Complete & Status:

100% complete.

- (7) Lead Rule (per 2002 legislation): HEA 1171 will be effective July 1, 2002, and will expire on July 1, 2003. Before July 1, 2003, the air pollution control board shall amend 326 IAC 23 to reflect HEA 1171. Amend 326 IAC 23 to address the requirements of HEA 1171.

Publish First Notice – July 1, 2002
 Second Notice – Sept. 1, 2002
 Preliminary Adoption – Dec. 4, 2002
 Final Adoption – March 31, 2003
 Final and effective – July 31, 2003

% Complete & Status:

100% complete. Rule final adopted on June 4, 2003.

- (8) NOx Corrections: Amend 326 IAC 10-3 and 326 IAC 10-4 to address requests received at the public hearing prior to final adoption, change provisions applicable to Section 126 sources, and make minor wording changes.

Publish First Notice – March 1, 2002
 Second Notice – Sept. 4, 2002
 Preliminary Adoption – Nov. 30, 2002
 Third Comment Period – Nov. 30, 2002
 Final Adoption – January 31, 2003
 Final and effective – May 31, 2003

% Complete & Status:

100% complete. Rule final adopted on May 7, 2003.

- (9) **NOx Phase II: Amend 326 IAC 10-3/10-4 to address U.S. EPA's NOx Phase II requirements.**

Submit comments to draft federal rule – April 29, 2002
 Determine applicability to IN sources and publish first notice –
 Two months after final federal rule is published
 Schedule dependent upon date of final federal rule.

% Complete & Status:

0% complete. Final Phase II rule has not been issued by EPA.

- (10) **Commercial and industrial solid waste incinerator (CISWI) rule and plan: Promulgate rule, develop plan, and submit to U.S. EPA.**

Section 7 Notice – August 2002
 Preliminary Adoption – Feb. 6, 2002
 Final Adoption – May 31, 2002
 Plan to EPA – Oct. 31, 2002

% Complete & Status:

100% complete.

- (11) **MACT rules: Section 112(j), Vegetable Oil, Pharmaceutical Production, General Provisions.**

Publish First Notice – August 2002
 Second Notice – October 2002
 Preliminary Adoption – winter 2002/2003
 Final Adoption – spring 2003
 Final and effective – summer 2003

% Complete & Status:

80% complete. The rule was preliminary adopted on April 16, 2003.

- (12) **Clark/Floyd, Lake/Porter rule revisions for attainment designations.**

- (a) **Amend 326 IAC 1-4-1 to incorporate, by reference, the FR notice redesignating Clark and Floyd Counties to attainment for the ozone standard.**

Publish Section 7 Notice – April 1, 2002
 Preliminary Adoption – June 5, 2002
 Final Adoption – Sept. 4, 2002
 Final and effective – winter 2003

% Complete & Status:

100% completed.

- (b) **Lake/Porter**

Amend 326 IAC 1-4-1 to incorporate, by reference, the FR notice redesignating Lake and Porter Counties to attainment for the ozone standard, if U.S. EPA approves Indiana's request.

Publish First Notice – the month following submission of a parallel processing request to U.S. EPA for the redesignation request.

All dates for this rulemaking depends on date of submission, proposed and final approval of Indiana's request to redesignate the area.

% Complete & Status:

0% complete. Area will not be redesignated at this time.

f) Outreach projects

(1) Air Quality Report 2000-2001

October 31, 2001 — First draft
November 30, 2001 — Report to MACS
January 30, 2002 — Final report on Web

% Complete & Status:

100% complete.

(2) I/M Report

October 31, 2001 — Draft
January 31, 2002 — Final report

% Complete & Status:

100% Complete.

(3) Develop Transportation and Air Quality educational materials for Drivers' Ed courses

(a) Make recommendations for materials and distribution points

By: August 31, 2001

% Complete & Status:

100% complete. We decided to promote the Clean Car Module developed by the National Safety Council and the U.S. EPA rather than developing our own. The module was sent to all high schools to the attention of their driver's ed instructors in November 2001 guiding them to the NSC website to obtain a free copy of the module. A link to the NSC website from the LEAP page has been requested.

(b) Develop materials and distribute

By: March 2002 (in time for summer 2002 courses)

% Complete & Status:

100% complete. The module noted above will be added to the kids/teachers website, promoted whenever schools request information, marketed directly to schools and private driving schools, and added to the lending library. We will also be adding a link to the NSC website from the LEAP webpage.

(4) Complete Project LEAP indicator projects

Provide interactive capabilities for gathering and sharing indicator project data.

By: January 31, 2002⁴

% Complete & Status:

Project LEAP responsibilities were transferred to the Office of Planning and Assessment in 2002.

⁴ Schedule dependent upon Access Indiana resources.

g) Minor New Source Review Modeling Project

(1) Finalize permit modeling guidance

By: July 31, 2001

% Complete & Status:

100% complete.

(2) Screen all minor NSR permits for criteria pollutant and HAP

By: October 31, 2001

% Complete & Status:

100% complete - Adjustments made to the project parameters to ensure a sufficient number of permits to screen. Project restarted February 17, 2003, and lasted through May 16, 2003.

(3) Draft report and recommendations for next steps for criteria pollutants

By: November 30, 2001

% Complete & Status:

100% complete.

(4) Draft report and recommendations for next steps for HAPs

By: February 28, 2002

% Complete & Status:

100% complete.

h) Northwest Indiana Diesel Initiative

(1) Produce report of activities to date, including results of survey, and recommend next steps.

By: August 31, 2001

% Complete & Status:

100% complete.

(2) Participate in coordinated effort between the Northwest Diesel Workgroup and U.S. EPA's diesel initiative, and report on status quarterly.

By: Ongoing

% Complete & Status:

100% complete. Staff will continue providing technical assistance to the workgroup and oversee the implementation of the truck stop electrification project.

3. OFFICE OF BUSINESS AND LEGISLATIVE RELATIONS

Tonya Galbraith
 Director
 Office of Business and Legislative Relations
 (317) 232-8598
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The Office of Business and Legislative Relations (OBLR) is instrumental in serving as a liaison to the Indiana General Assembly and assisting the 150 state legislators and their constituents. In addition, OBLR serves members of Indiana's business community both large and small.

During Fiscal Year 2000, the Office of Legislative Relations responded to over 695 legislative constituent requests. A wide range of constituent cases included anything from checking on the status of a wastewater permit, State Revolving Loan application or a Title V Permit to helping set up meetings for small communities to discuss enforcement actions.

The Office of Business Relations, which falls under IC 13-28-3-4, assists the business community with specific matters pending before the agency such as status of a permit application or enforcement as well as any business related customer service issues. The office listens to the concerns of the business community, investigates and facilitates the resolution of issues.

During Fiscal Year 2000, the Office of Business Relations responded to over 40 business constituent requests.

Improve Work Environment:

1) **Educational Opportunities**

Gain more practical experience by visiting 10 different environmental sites with inspectors.

By: June 30, 2002

% Complete & Status:

40% complete. Visited one site with an IDEM inspector and three sites with project managers. Position was unfilled for four months. New employee assumed duties on Nov. 25. Budget constraints and reductions on in-state travel have also limited the ability to fully complete.

2) **Communication**

a) More community involvement with legislators' districts.

(1) Educational Trips

Put together 5 trips.

By: December 31, 2002

% Complete & Status:

100% complete. Arranged three educational trips last summer and two during the fall. Set-up and attended a meeting with several State and Federal officials during the legislative session in January 2002 in Gary at the Northwest Regional Office.

(2) Visit with 50% of the Environmental Committee Members.

By: December 31, 2001

% Complete & Status:

100% complete. Visited 14 of the 25 members of the House and Senate Environmental Affairs Committees. This is an on-going goal. Emphasis will be placed on newly-elected legislators serving on the committees.

- b) Work better w/MACS and divisions on promoting special events and problems. Each legislator must be notified of a potential problem or announcement within 72 hours of the event.

% Complete & Status:

100% complete - ongoing.

- c) Put together a database of past legislation that was submitted by staff in previous years.

By: December 31, 2001

% Complete & Status:

60% complete. Data has been gathered, and Access Training has been completed. Information is beginning to be input into the database.

- d) Legislative Proposal to Governor's Office.

By: July 31, 2001 and Aug. 16, 2002

% Complete & Status:

100% complete. Hand delivered to Governor's Office on July 21, 2001. Met deadlines for 2002 by delivering copy to the Governor's Office by Aug. 16, 2002.

- e) Twenty-four hour turn around for legislative constituent cases.

% Complete & Status:

100% complete - ongoing. Standard Operating Procedure for the Office of Bus. Relations.

- f) Notify legislators and the House and Senate Environmental Affairs Committee Chairs regarding bills we dislike before a committee hearing is set for the bill.

% Complete & Status:

100% complete - ongoing. Standard Operating Procedure for the Office of Bus. Relations.

- g) Meet with members of the House and Senate Environmental Affairs Committees at the beginning of session to review their legislation and any other environmental issues.

% Complete & Status:

100% complete - ongoing. Standard Operating Procedure for the Office of Bus. Relations.

- h) Conduct weekly internal briefings during session for legislative team and Commissioner.

% Complete & Status:

100% complete - ongoing. Standard Operating Procedure for the Office of Bus. Relations.

- i) Build on existing relationships and work on developing new relationships internally and externally in my role as IDEM's Business & Legislative Director.

% Complete & Status:

100% complete - ongoing. Standard Operating Procedure for the Office of Bus. Relations.

3) **Expand Business Relations Office**

- a) Hire one person to assume role of the Business Liaison.

By: December 31, 2001

% Complete & Status:

0% complete. The position was transferred to another office. Due to budget constraints, this position may not be hired until an unspecified date.

- b) Revamp the Business Relations portion and put together a Small Business Ombudsman work plan.

By: September 30, 2001

% Complete & Status:

100% complete. Report on work plan was submitted September 14, 2001. Business Liaison position implementing new work plan to assist small businesses.

- c) Update and expand business portion of OBLR's web page.

% Complete & Status:

100% complete. OBLR staff met with the web team to discuss updating and expanding all of OBLR's website. We are in the process of formalizing our recommendations.

ARCHIVED JULY 31, 2003

4. OFFICE OF COMMUNITY RELATIONS

Karen Terrell
 Director
 Office of Community Relations
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This office assists the general public, local and state government and community organizations with specific issues pending before the agency. OCR staff listens to community concerns and investigates and facilitates the resolution of issues. OCR staff assist in the operation of the Compliance and Technical Assistance Program (CTAP) and the CTAP portions of OCR are covered by the confidentiality requirements of [IC 13-28-3-4](#).

A) OCR — Agency-Wide Priorities

1) *1. Bi-Lingual Documents/Interpreters*

Provide translation services for staff and evaluate agency translation needs.

By: March 1, 2002

% Complete & Status:

Priority has been temporarily cancelled due to budgetary issues per Chief of Staff. However, alternative-funding sources will be pursued if identified.

2) *Speakers Bureau*

Identify staff & stakeholders, develop a marketing strategy and promote program to stakeholders.

By: April 1, 2002

% Complete & Status:

100% complete. Speakers and topics have been posted on IDEM's website and are available for public consumption.

B) OCR — Office-Wide Priorities

1) *Training*

- a) Office staff will take advantage of 4 learning experiences (tours of treatment facilities, emergency response, etc.) to increase awareness of environmental issues faced by Indiana communities

By: June 30, 2003

% Complete & Status:

100% complete

- b) Staff will complete all required trainings (i.e. sexual harassment, personnel rules).

% Complete & Status:

100% complete

2) *Outreach & Communication:*

- a) General Public
 (Ongoing activities)

- (1) Participate in various special events, including but not limited to the Governor's Conference on the Environment, Earth Week and the Indiana State Fair.

% Complete & Status:

100% complete & ongoing. Upcoming events for Spring 2003 include Earth Week School visits, Earth Day, One Earth Festival and miscellaneous conferences.

- (2) Assist the Environmental Justice program to identify areas where collaboration is possible.

% Complete & Status:

100% complete. The Indiana EJ Advisory Council has started meeting on a regular basis to integrate policies and procedures into IDEM's practices.

- (3) Continue to promote IDEM/environmental issues through visits to schools around the State.

% Complete & Status:

100% complete & ongoing

- (4) Act as a resource to citizens in providing information or in connecting them with appropriate sources.

% Complete & Status:

100% complete & ongoing.

- (5) Respond to citizen's complaints and concerns via "Governor's Letters" and track this information in order to identify important issues.

% Complete & Status:

100% complete & ongoing.

- (6) Utilize "Governor's Letters" (responses) to promote IDEM/environmental issues, provide information to citizens about events of interest, and help citizens connect with appropriate resources.

% Complete & Status:

100% complete & ongoing.

**b) Activists/Environmentalists
(Ongoing activities)**

- (1) Continue to facilitate environmental group meetings.

% Complete & Status:

100% complete & ongoing

- (2) Engage more environmental group representatives to participate in environmental group meetings.

% Complete & Status:

100% complete & ongoing

- (3) Utilize "Governor's Letters" (responses) to raise awareness about, and promote, environmental group meetings.

% Complete & Status:

100% complete.

**c) Local Government Officials (town, city, and county)
(Ongoing activities)**

- (1) Assist the Office of Enforcement by making courtesy calls to municipalities that will be issued Notices of Violation (NOVs).

% Complete & Status:

100% complete & ongoing. Calls are made to Mayors and Town Council Presidents as NOVs are received by OCR. Follow up assistance is provided to cities and towns, if requested, in an effort to assist them in complying with the Office of Enforcement's requirements.

- (2) Work to increase communication with municipal leaders by increasing road trips and developing a possible site visit schedule between the Commissioner and the Environmental Circuit Rider.

% Complete & Status:

100% complete & ongoing. Monthly visits with Mayors around the state are occurring.

- (3) Work with municipal advocacy organizations (Indiana Association of Cities and Towns, Association of Indiana Counties, Rural Communities Assistance Program) to improve access of IDEM to local government officials.

% Complete & Status:

100% complete.

- (4) Face to face meetings/visits to at least 20-25 mayors around the State.

% Complete & Status:

100% complete & ongoing. Monthly mayor meetings are scheduled to approximately 2-4 mayors each month.

d) IDEM Staff

- (1) Develop a "Speakers Bureau" internally that would act as a resource pool in providing information to the community when they request speakers.

By: April 1, 2002

% Complete & Status:

100% complete. Speakers and topics have been posted on IDEM's website and are available for public consumption.

- (2) Identify a contact person in each of IDEM's Offices to act a liaison between Community Relations and each Office.

% Complete & Status:

0% complete. No progress has been made in this area.

- (3) Internal development among other Office's staff members to promote OCR (i.e. attend their meetings, etc.).

Ongoing

% Complete & Status:

100% complete. OCR staff are included in office meetings to assist in community relations and public knowledge/notification issues.

5. OFFICE OF CRIMINAL INVESTIGATIONS

Sandra Jensen
 Director
 Office of Criminal Investigations
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The primary duty of IDEM's Office of Criminal Investigations is to investigate allegations of criminal violations of Indiana's environmental protection laws, and to prepare a case for presentation to the Prosecuting Attorney who has jurisdiction over the alleged violations.

1) *Evaluate and improve investigative tools, methods and educational opportunities to work with local prosecutors to bring environmental criminals to justice.*

% Complete & Status:

80% complete. We have facilitated attendance of prosecutors at environmental crime prosecution training. We have provided two environmental awareness courses and various informal outreach efforts to local law enforcement. We are in contact with the Indiana Prosecuting Attorneys Council with respect to a forum for more prosecutor training in environmental crimes however, this is not likely to occur during this EnPPA cycle. We are also considering publishing and distributing a "guide" or "handbook" to the 92 county prosecutors.

2) *Foster involvement with the federal Environmental Task Force to bring environmental violators to justice.*

% Complete & Status:

90% complete. Coordinated efforts with task force members is increasing. Multiple joint investigations are ongoing. Informal meetings are ongoing to enhance relationships.

3) *Look into purchasing new computers for the Indianapolis office - enhancing the OCI Data Tracking System. Work with IT to determine needs.*

% Complete & Status:

90% complete. New computers were purchased for each member of the OCI staff. Database needs have been reviewed, but enhancements will not likely occur during this EnPPA cycle.

4) *Increase communication with IDEM divisions and other agencies to identify and enhance processes, forms, etc. to improve usefulness in enforcement proceedings.*

% Complete & Status:

90% complete.

5) *Engage in activities and develop initiatives to provide increase understanding of OCI requirements and responsibilities, improved avenues of communication and enhanced inter-division cooperation resulting in more effective and proactive identification, investigation and prosecution of environmental crimes.*

% Complete & Status:

75% complete. Training program implementation will not occur during this EnPPA cycle. Planning workgroup members are being solicited through Compliance Enforcement (CE) Team.

ARCHIVED July 31, 2003

6. OFFICE OF LAND QUALITY

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Office of Land Quality
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email:

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The OLQ is charged with protecting public health and the environment by assuring planning for, and the proper handling and disposal of, wastes in Indiana; protecting the public in the event of chemical spills and other environmental emergencies; and addressing short and long-term cleanup projects at contaminated sites throughout the state.

The Assistant Commissioner and Deputy Assistant Commissioner work as a team to assure that sound environmental policies are developed and implemented relative to the protection and remediation of land in the State of Indiana. The Deputy Assistant Commissioner may focus on special initiatives while assisting the Assistant Commissioner in directing and supervising a large number of resources and staff.

A) OLQ — Agency-Wide Priorities

1) **Reduce Toxics**

a) Mercury Assessment and Evaluation

Research available OLQ information and identify key mercury contributors in Indiana and assemble best available mercury inventory.

By: December 31, 2002

% Complete & Status:

Ongoing. OLQ is continuing to participate as needed in the workgroup.

b) PCB Inspections

Conduct PCB inspections to determine if a facility's use, handling, storage and disposal practices comply with the PCB regulations (40 CFR 761). As part of the inspection process, PCB sampling may be conducted for both enforcement purposes as well as for verification of PCB levels.

% Complete & Status:

100% complete for FY 02. The Industrial Waste Compliance Sections completed all (38) proposed PCB compliance inspections for FY 02. The program completed 16 (43%) of the inspections scheduled for FY 03. Thirty-eight PCB compliance inspections are scheduled for FY 03.

2) **Water Quality**

Increase Focus on Groundwater Protection

a) Analyze existing data to develop groundwater monitoring strategy.

By: March 1, 2002

% Complete & Status:

55% complete. State databases that store ground water data were discussed at the Ground Water Task Force on November 15, 2002 meeting. Strategy development ongoing.

b) Develop a comprehensive approach to looking at groundwater data in the State and putting it together.

% Complete & Status:

0% complete. OLQ will develop an approach after analyzing databases.

3) Building a Better IDEM**a) Permitting****(1) Meet all mandated permit deadlines 100% of the time**

- (a) All rules promulgated for the Office of Land Quality by the Solid Waste Management Board, meet all the noticing outreach requirements pursuant to IC 13-14-8.

% Complete & Status:

Ongoing. OLQ continues to meet all statutory permit deadlines 100% of the time.

(2) Establish internal targets for review periods for all permits/approvals/licenses without statutory/rule deadlines and meet these 100% of the time.

By: June 30, 2002

% Complete & Status:

Hazardous Waste: 100% complete. Internal review timeframes have been drafted.

Solid Waste: 100% complete - timeframes have been established for landfill/processing facility renewals, closure/post closure plans, septage permits, confined feeding operations approvals, waste tire registration, and biosolids land application permits. However, due to low staff resources, these timeframes are not being met 100% of the time.

(3) Make final decisions on all pending operating permit renewals and remain current.

- (a) Reduce confined feeding approval backlog by 100%

By: March 31, 2002

% Complete & Status:

100% complete.

- (b) Reduce solid waste permit renewal by 100%.

By: June 30, 2002

% Complete & Status:

82% of backlog complete. Nine of 11 issued.

- (c) Reduce RISC-contingent and non-RISC-contingent, hazardous waste closure plan, and enforcement backlog by 30%.

By: June 30, 2003

% Complete & Status:

100% complete.

(4) Improve and foster innovation in permit processes

- (a) Evaluate all permitting public notice processes with respect to enhancing public participation.

By: June 30, 2002

% Complete & Status:

100% complete - Hazardous Waste. 100% complete - Solid Waste.

- (b) Revise permit processing protocols to be more consistent with the concept of Environmental Justice (EJ), including staff training and the delineation of EJ areas, and develop strategies for addressing permitting requests in EJ areas.

By: June 30, 2003

% Complete & Status:

Ongoing. Staff training has been provided, EJ delineation maps have been distributed, and two permits in Solid Waste have included special outreach for EJ purposes.

- (5) Evaluate permit resources and made recommendations as needed to maintain effective permit programs.
- (a) Evaluate air, wastewater, drinking water, and solid waste for further opportunities to establish general permits or permit by rule.

By: December 1, 2001

% Complete & Status:

100% complete. Opportunities for Solid Waste implementation have been evaluated.

1. Generic modifications were issued on March 27, 2002 for over 70 processing facilities regarding new restrictions on pollution control waste and insignificant modifications.
2. An opportunity for further investigation has been identified for construction/demolition processing facilities. Decision made to give demonstration project approvals for these. It was later decided to issue processing facility permits for this activity instead of demonstration project approvals.

- (b) Establish schedule for identified opportunities and implement.

By: June 30, 2003

% Complete & Status:

100% complete for above task. Letters were mailed March 27, 2002.

- (c) RCRA Corrective Action and RCRA Closure/Post-Closure

Major initiative will be undertaken to streamline program objectives quicker. Focus will be on obtaining control of contaminated groundwater migration and preventing pathways to human health exposure. Possible changes will be identified to the program by December 20, 2001. Progress will be measured on positive decisions for the above indicators. Changes will be implemented on an agreed upon schedule.

By: December 20, 2001 — Changes will be identified to the program

% Complete & Status:

100% complete. Available resources of the Office of Land Quality have been refocused to efficiently meet these objectives. Efforts to achieve the program objectives for RCRA Corrective Action and RCRA Post-Closure are linked to federal GPRA mandates for each of these universes. Schedules for achieving the GPRA mandates have been developed, and OLQ is currently on-track to meet those schedules.

- (d) Compliance/Enforcement (CE) Team

Continue work of agency-wide Compliance/Enforcement Team to meet/communicate regularly to evaluate information and formulate agency-wide strategies and resource allocation.

Through: June 30, 2003

% Complete & Status:

Ongoing. The Compliance and Response Branch continues to actively participate in the Compliance and Enforcement Team and respond to initiatives and programs directed by the team. Inspection reports have been approved and finalized by the team. The team is beginning to evaluate inspector access/right of entry policy. Planning for the next EnPPA cycle has begun. A review of C/E Team accomplishments and the focus of the Team for the upcoming year will be evaluated in January.

(6) Remediation Services

Although IDEM's other "core" services are primarily preventive in nature, the Agency also has the responsibility to undertake the remediation of sites that have been contaminated by pollution. IDEM's work cleaning up sites under a variety of statutory and regulatory authorities is an ongoing and major commitment of resources. Examples of possible commitments include:

- (a) Fully implement the RISC policies and establish an ongoing process of science-based revisions to RISC policies.

By: March 30, 2002

% Complete & Status:

100% complete. RISC implemented. A RISC symposium to develop revisions was held 24-26 July 2002. Recommendations for RISC policy revisions are under review.

- (b) Develop a GIS-based mode for geographic assessment of potential health risk as a decision-making/site prioritization tool in order to most efficiently and effectively direct our resources.

By: June 30, 2002

% Complete & Status:

Seventy percent (70%) of OLO active & priority sites targeted for GPS location complete. Twenty-nine percent (29%) of the known universe of OLO regulated facilities have been located by GPS.

These GPS positions are now viewable by IDEM staff through an intranet-based GIS OLO facility browser. This application has been substantially improved, and approximately 10 training sessions have been conducted to increase usage. The Office is actively promoting usage of browser as a tool for staff to be more aware of cross-program site interactions that may complicate health risks and affect remediation objectives.

The AST Section staff is actively seeking GIS data, and developing GIS processes that will support assessments of health risk on a statewide basis. The limiting factor in these types of analysis is the availability of data. The section is currently investigating the Indiana and EPA site scoring models; beginning to coordinate with the ISDH on epidemiological data indicative of environmental exposures; coordinating with the Offices of Air and Water Quality for ideas on how to factor their information into analyses; and is sending a person to a workshop on demographic analyses using Census 2000 data.

- (c) Using the above GIS-based model, target high human risk areas (not specific sites) in areas of high population density and low economic advantage.

By: January 30, 2003

% Complete & Status:

5% complete. Developing conceptual model.

- (d) Evaluate available resources and funding for completing state-driven cleanups and make recommendations as needed.

By: June 30, 2002

% Complete & Status:
Ongoing. Evaluation initiated.

(7) **Dis-Investments**

- (a) Each office will create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:
100% complete.

- (b) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority, and/or under-funded activities.

By: November 1, 2001

% Complete & Status:
100% complete.

- (c) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:
100% complete. OLQ transferred an Information Director 2 to the Office of Media and Communication Services (MACS), and also transferred a Branch Chief position to OMBA for the newly created Health & Safety program. Temporary assigned an EM2 position to work on Environmental Justice. Assigned a SEM1 position to OPPTA to work on Waste Tire Initiative. Transferred an ES3 position to the NWRO. The positions are assisting OPA on Auto Salvage Initiative: two ES3 positions, two EM2 positions, and one SEM1 position. Geological Services Geologists assisting OWQ with Well Head delineations.

- (d) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:
50% complete. OLQ currently evaluating the Hazardous Waste Program, Confined Feeding Operation Program, and Laboratory processes. OLQ has identified a portion of our unnecessary vacant positions, which will be eliminated in the next budget cycle.

B) OLQ — Office-Wide Priorities**1) Land Application**

Evaluate current Land Application activities and make a recommendation for a proposed compliance program.

By: September 1, 2001

% Complete & Status:

100% complete. Finished pilot program September 20, 2001. Recommendations have been made to OLQ management.

2) RCRA Corrective Action

Identify information needs to assess, and obstacles to assessing GPRA sites subject to RCRA Corrective Action in order to determine their impact on human health and groundwater.

By: August 1, 2001

% Complete & Status:

100% complete.

3) Risk Integrated System for Closure

- a) Establish an efficient RISC workflow process.

By: September 1, 2001

% Complete & Status:

100% complete. RISC documents are moving through the review system.

- b) Provide assistance with the review of risk assessments by monitoring contractor performance including developing guidance and providing training for the contractors.

By: October 1, 2001

% Complete & Status:

100% complete. Contractor training was held November 14, 2001. Performance monitoring of contractor's work is ongoing, and includes a contractor evaluation form that is completed after each risk assessment review.

- c) Facilitate a RISC Symposium in April of 2002 to provide technical recommendations for revisions to the RISC Policy.

% Complete & Status:

100% complete. RISC Symposium held 24-26 July 2002. Recommendations for RISC policy revisions are under review.

- d) Evaluate the incorporation of risk assessments into the RCRA Closure Plan review process and remediation process and identify needed improvements.

By: March 1, 2002

% Complete & Status:

100% complete. Implementation ongoing.

4) CAFOs

IDEM will work with Region 5 during calendar year 2001 to reach an agreement on the next steps and schedules for activities related to the NPDES program and federal CAFOs.

By: December 31, 2002

% Complete & Status:

Ongoing. IDEM has been actively discussing implementation with EPA.

ARCHIVED July 31, 2003

C) OLQ — Branch Specific Priorities

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1) Remediation Branch**a) Site Assessment and Investigation****(1) Defense Environmental Restoration Program**

Environmental cleanups will be completed at seven (7) of the fifty-eight (58) remaining Areas of Concern (AOCs).

During: Fiscal year 2002

% Complete & Status:

271% complete in FY 2002. Fourteen (14) cleanups projected for FY 2003. Three (3) cleanups completed - 21% complete for the year.

(2) Superfund Program

Continue and/or begin three (3) site contamination studies (Remedial Investigations/Feasibility Studies)

Target Sites:

- Third Site
- Sugar Creek Sediment Site
- Little Mississinewa Sediment Site

Through / By: June 30, 2002

% Complete & Status:

100% complete in FY 2002. Four (4) continuations/starts projected for FY 2003. Two studies underway in the first quarter. 50% of the goal for FY 2003 is complete.

(3) Site Investigations Program

- Fifteen (15) integrated assessments and expanded site inspections per fiscal year.

% Complete & Status:

FY'02 - 63% complete. Seven (7) of 11 Integrated Assessments completed.
 FY'03 - Third Quarter, 41% complete, 5 of 12 Integrated Assessments completed.

- Five (5) site reassessments per fiscal year.

% Complete & Status:

FY'02 - 180% complete. Nine (9) of 5 projected reassessments completed.
 FY'03 - Third Quarter, 0% complete, 0 of 5 reassessments completed.

- Four (4) expanded site assessments per fiscal year.

% Complete & Status:

FY'02 - 150% complete. Six (6) expanded site assessments completed.
 FY'03 - Third Quarter 75% complete. Three of 4 Expanded Site Assessments completed.

- Hazard Ranking System (HRS) package prepared as needed, within 180 days of notice to EPA.

% Complete & Status:

FY'02 - One (1) HRS package for Little Missisniewa sediment site initial draft complete. Two (2) HRS packages (Town of Pines Groundwater Plume and Jacobsville Area Soil Site) underway.

FY '03 - Third Quarter, One (1) HRS Package for Jacobsville Neighborhood Soil Site Initial Draft complete. Second draft underway. One (1) HRS Package for Town of Pines Groundwater Plume First Draft underway.

- Five (5) pre-CERCLIS screenings per fiscal year.

% Complete & Status:

FY'02 - 100% complete. Five (5) pre-CERCLIS screenings complete. Thirteen (13) pre-CERCLIS screenings in progress.

FY'03 - Third Quarter, Five (5) Pre CERCLIS Screenings complete.

- RCRA PA/VSIs reviews as needed.

% Complete & Status:

FY'02 - 0% complete. No RCRA PA/VSIs currently in progress, none required.

FY'03 - Third Quarter, 0% complete No RCRA PA/VSIs in progress, none required.

(4) **Brownfields Program**

- (a) The completion/review of up to ten (10) Brownfield Environmental Assessments (BEAs)/equivalent investigations for communities.

By: June 30, 2002 — as requested

% Complete & Status:

FY'02: 70% complete. FY'03: 100% complete (goal of 10). Three (3) BEA reports completed since July 1, 2002. Three (3) BEAs underway - two (2) sampling events conducted and analysis received (which is a grant site referred for BEA assistance), two (2) site reconnaissances, and one (1) site assigned to project manager. Total of six (6) BEAs completed/underway. Twenty-four (24) equivalent investigation reviews (for Comfort/Site Status Letter requests and IDOC Assessment Grant oversight projects).

- (b) **Publish "Brownfield Bulletin"**

Quarterly

% Complete & Status:

100% complete (goal of 1 per quarter). Three (3) newsletters (Third Quarter 2002, Issue 17; Fourth Quarter 2002, Issue 18; First Quarter 2003, Issue 19) issued since July 1, 2002. Second Quarter 2003, Issue 20 at printer. Third Quarter 2003, Issue 21 under development.

- (c) The performance of up to 5 Indiana Brownfields Advisory Team (IBAT) workshops or the host/participant of other workshops/conferences/seminars as requested.

By: June 30, 2002 — as requested

% Complete & Status:

FY'02: 100% complete. FY'03: 100% complete (ongoing as requested) -- fulfilled all requests and volunteered. Participated as speaker and/or exhibitor at six (6) workshops and conferences since July 1, 2002. Also conducted three (3) Interagency Brownfields Task Force meetings since July 1, 2002.

- (d) The development of an Environmental Justice (EJ) Plan for different types of assistance provided.

By: January 1, 2002

% Complete & Status:

FY'02: 20% complete. FY'03: 0% completes since July 1, 2002. Two (2) staff have been dedicated to development of EJ Plan for Brownfields Program, using the International City/County Management Association (ICMA) guidelines, but program EJ plan may no longer be applicable with agency EJ plan. However, program may develop/implement its own plan if awarded federal brownfields grant funds applied for in December; decision to be made next quarter.

- (e) The marketing and referral of at least five sites to the Abandoned Tank Community Assistance Program (ATCAP) that are available for reuse to increase participation.

By: June 1, 2002

% Complete & Status:

0% complete for ATCAP (not applicable as ATCAP has been phased out and is no longer available); 100% complete for the new 9-million brownfields grant program called Petroleum Remediation Grant Incentive (PRGI), which should fulfill ATCAP's intent. Approximately 10 sites may take advantage of first round of PRGI funding.

- (f) Coordinate with IDFA to develop criteria for the new 9 million grant program for petroleum contaminated brownfields sites.

By: September 2001

% Complete & Status:

100% complete. This includes eligibility guidelines/criteria for sites, applicants, and request for qualifications for consulting firms to bid on projects.

- (g) Continue to provide technical support and review of IDFA grant and loan applications on a semi-annual basis and technical documents as needed on an ongoing basis.

Ongoing

% Complete & Status:

FY'02: 100% complete. FY'03: 100% complete. Approximately twelve (12) grant technical document reviews completed since July 1, 2002, with several others at various stages of completion.

- (h) Continue to provide technical support and review for IDFA of grant applications and loans for the brownfields program.

Ongoing

% Complete & Status:

FY'02: 100% complete. FY'03: 100% complete. Provided technical support over two (2) grant rounds since July 1, 2002. Thirty-two (32) grant applications (37 sites/scopes of work) reviewed for technical adequacy, fifteen (15) of which were approved for funding, with eleven (11) pending final scope of work approval. One (1) loan application/scope of work submitted/reviewed for technical adequacy and approval since July 1, 2002.

- (i) Incorporate public participation requirements into technical and financial assistance processes.

By: October 1, 2001

% Complete & Status:

FY'02: 100% complete. FY'03: 100% complete (ongoing). Increasing public participation for all technical and financial assistance continues to be addressed, especially once the new federal brownfields legislation is incorporated into the program, and especially if IDEM is awarded federal grant funds made available by the new legislation; decision to be made next quarter.

(5) Defense Environmental Restoration Program

Facilitate four (4) property transfers.

During: Fiscal year 2002

% Complete & Status:

75% completed in FY 2002. Three (3) property transfers projected for FY 2003. One property transfer facilitated. Efforts are ongoing - 33% complete for the year.

(6) Natural Resource Damages**(a) Continue Natural Resource Damage Assessment Activities on Grand Calumet River.**

- Finalize Report of Assessment (incorporate Baseline Document; Sediment Injury Report; Invertebrate, Fish and Bird Bioaccumulation/Injury; Surface Water Injury; Ground Water Pathway).

% Complete & Status:

90% complete. Final "Surface-Water and Ground-Water Hydrology and Contaminant Detections in Ground Water for a Natural Resource Damage Assessment of the Indiana Harbor Canal and Nearshore Lake Michigan Watersheds, Northwestern Indiana" by USGS submitted in June 2002. Restoration Compensation Determination Plan DRAFT submitted by contractor in November 2002 - currently under review by Trustees and Staff. Biological Injury Report in near final draft form.

- Complete statistical evaluation of spatial variability of Sediment contamination.

% Complete & Status:

90% complete. Data Analyses for entire data set indicates heterogeneity of data prevents interpretation of statistical analyses of data (results are inconclusive). Analyses of select data set (MAXIM 1999) indicated few significant differences in Depth of Sediment or location in area of study (river section, harbor area) - a few metals were distributed significantly with depth of sediment. Data analyses ongoing.

- Continue work on restoration compensation determination plan.

% Complete & Status:

90% complete. Complete draft received November 2002. Awaiting settlement finalization. Anticipated release with or shortly after entry of settlement consent decree in court. Meeting of State, Federal Trustee staff to discuss finalization is planned during January 2003.

- Work on development of primary and compensatory restoration plan.

% Complete & Status:

Ongoing. Trustee Representatives will develop restoration plan after finalization of settlement(s) over the next 2 to 4 years. If the Feasibility Study is initiated during or after this time period, coordination of selected sediment management / restoration alternatives will occur.

(b) Continue Grand Calumet River Restoration Fund (GCRRF) Council work on remediation and restoration of West Branch Grand Calumet River.

- Attend all scheduled council meetings (should be scheduled quarterly)

% Complete & Status:

Ongoing. Meeting held September 25th, 2001. West Branch site visit with USEPA, USFWS, IDNR & Foster Wheeler to discuss Roxanna Marsh Characterization and West Branch Alternatives Development held on December 11, 2001. Public availability meeting held February 20, 2002 - Roxanna Marsh Characterization and West Branch Alternatives development and feasibility study discussed. Sampling in marsh occurred March 18- 21, 2002. Final Report Roxanna Characterization received September 19, 2002. West Branch Characterization to start October 7 and continue through October 25 or longer as required. Public Availability Meeting held on October 2 to present results of Roxanna Marsh Study, outline plans for West Branch Characterization. CARE meeting presentations presented on October 10, 2002. CARE meeting presentations made on November 21, 2002. Grand Calumet River Restoration Council sponsored meeting December 4, 2002 at Hammond Sanatary District for update of Combined Sewer Removal project by the District presented by Dr. Mike Unger. Council meeting planned for January 16, 2003 and public meeting scheduled for February 4, 2003 in Hammond - NIPSCO will present their plans for the MGP at Hohman Ave.

- Explore cost sharing with USACE for 312a Feasibility Study (West Branch) only

% Complete & Status:

100% complete. Concept explored during June, 2001 meeting. Council decided not to cost share with USACE, but to go forward with mandates of FUND Council by contracting work out. USFWS has funds to contract Roxanna Marsh Characterization and do Phase I of Alternatives Development of West Branch. Contracts are let to Foster Wheeler. Work is proceeding independent of USACE. NOTE: IDEM (representing the GCRRF COUNCIL) entered into a Memorandum of Understanding (MOU) with USACE in September, 2002 to do preliminary design analyses for water control structures between Indianapolis Blvd. and 190 Tollway Bridge over the west branch Grand Calumet and at the inlet/outlet canals through Roxana Marsh. In-kind services (\$42,000 dollars already spent on Roxana Marsh characterization) was used to match Federal Dollars for the project.

- Complete Statement(s) of Work for characterization of and develop remediation/restoration plan(s) for West Branch.

% Complete & Status:

85% complete. Phase 1 completed. Data Gaps identified. SOW and cost estimates for Phase 2 completed. Contract in place through US Fish and Wildlife Service. Sediment sampling on 17 transects (3 core/transect), bathymetric and survey work completed, fish community and samples for tissue analyses completed, invertebrate community sampling completed during October 7 - 26, 2002. Contract is in place (through US Fish and Wildlife Service) to obtain aerial photos of river corridor (300 feet each side of river channel) that will allow development of 1-foot contours. Fish samples have been submitted to State Contract Laboratory for analyses. Invertebrate samples will be submitted for identification and enumeration in February, 2003. Alternatives development will not start until characterization work has been completed.

- Complete characterization of Roxanna Marsh and develop remediation/restoration plan for the Marsh.

% Complete & Status:

85% complete - ongoing. SOW for work completed and sent to GCRRF Council members. US FWS and US EPA are exploring use of their contractors to complete work. A lack of contracts with necessary labs and inability to have contracts completed preclude IDEM doing work. Contract let to Foster Wheeler to do characterization of Marsh. IDEM has obtained access agreements with landowners on behalf of GCRRF Council. Sampling started the week of March 18, 2002. Final Characterization Report received September 19. Preliminary data analyses indicate that contaminants requiring remediation are restricted to top 1-2 feet of material in marsh (preliminary estimates of ~60,000 cubic yards of material needs to be addressed). Remedial/Restoration Alternatives to be developed after characterization of West Branch Completed.

- Work with potentially responsible parties, public, and partners to complete outreach necessary for approval of plans and projects.

% Complete & Status:

Ongoing. US FWS contract with Delta Institute completed. Letter to stakeholders completed and sent to Delta Institute for mailing to stakeholders. Meeting held February 20 in Hammond, and a presentation was made at the CARE meeting on February 21. Public Availability meeting planned for October 2, Presentation on Roxanna Characterization to be presented at CARE meeting on October 10. Presentation also presented at November 21, 2002 CARE meeting and questions answered at December 4, 2002 meeting at Hammond Sanitary District. Web site has been initiated on IDEM/Land Home page (www.in.gov/idem/land/grandcalumet/index.html).

(7) **NW Indiana Remedial Action Plan (RAP)**

Support the development of indicators for each of the fourteen (14) Impaired Beneficial Uses.

By: June 30, 2002

% Complete & Status:

Ongoing. Attended workshop in NWRO in October and Team meeting in December. Staff will attend future meetings as schedule permits.

(8) **Abandoned Landfills Initiative**

Perform site assessments of six (6) new abandoned landfills.

By: June 30, 2002

% Complete & Status:

Efforts are ongoing. Brownfields coordination will assist in addressing the abandoned Fredrickson Park Landfill (FY 2002 site) closure through BCRLF monies. An internal abandoned landfill workgroup has been formed to promote Agency consistency in monitoring, assessing and undertaking corrective measures related to abandoned landfills. The workgroup is drafting language that will promote addressing environmental conditions found at abandoned landfills consistently across Indiana.

b) **Cost Recovery**(1) **Support the evaluation of current cost recovery efforts and contribute to recommendations to senior management.****% Complete & Status:**

Ongoing. Actively pursuing Cost Recovery for cleanup sites. The Office of Legal Counsel's newly established section is heading up the IDEM Cost Recovery effort.

- (2) Evaluate the viability of recovering costs against Comprehensive Global Liability (CGL) insurance policies.

By: September 1, 2001

% Complete & Status:

0% complete. No activity to report at this time.

c) Site Remediation/Closures

- (1) State Cleanup Program

(a) Manage Commissioner's Bulletin

- Refer five (5) sites to Site Investigations for rescoring.

By: June 30, 2002

% Complete & Status:

FY 02 - 100% complete. The five sites include: Federal Paperboard, G.S. Services, Shelbyville Wellfield, Monon Wellfield and TRW-Shelbyville.

FY 03 - Five sites will be referred to Site Investigations for re-scoring in FY 2003. 100% complete. The five sites include: Monon Wellfield, Knauf Fiberglass, Davenport Dump, Stout Storage Battery and Universal Adhesives.

- Evaluate ten (10) sites for potential delisting.

By: June 30, 2002

% Complete & Status:

FY 02 - 100% complete. The ten evaluated sites are: Sycamore Street, William Powers, Merrill Meyers, Universal Adhesives, Mud Lake, Laurel Dump, Prime Battery, Knauf Fiberglass, Booneville Mining and Sycamore Street.

FY 03 - Five sites will be evaluated for potential delisting. 60% complete. The sites include William Powers, Sycamore Street and Calumet Containers.

FY02 & FY03 - Due to remedial actions taken the following sites have been deleted: Booneville Mining (Booneville), Federal Paper Board (Elkhart), G.S. Services Corp. (Montpelier), M Metals (Indianapolis), Midwest Plating (Kokomo), Midwest Plating (Logansport), and Mud Lake (Jamestown).

- Add sites to the Commissioner's Bulletin as necessary.

% Complete & Status:

Ongoing. Sites evaluated and scored only when proposed or discovered. One site added: Hollywood Park.

- Publish up to date Commissioner's Bulletin in the Indiana Register annually.

% Complete & Status:

Ongoing - published annually. The Bulletin was printed in the Indiana Register in January 2003.

- Continue to initiate and complete each phase of cleanup at the following sites: Chippewa Av, Hoskins Manufacturing, GATX Rail, American Lead, Connersville Landfill, Albany Battery Case Dump, Amoco Oil Co.-Granger, J.I. Case, and Knauf Fiberglass.

% Complete & Status:

Ongoing. Due to a breakdown in negotiations, the American Lead Site (Indianapolis) was referred to the U.S. EPA removal program. Knauf Fiberglass completed. JI Case submitted Remedial Investigation. Amoco Oil Co.-Granger is continuing to remediate ground water contamination. The workplan for the RFI for GATX has been approved. Ongoing investigation of the David Johns Property site continues.

(b) Immediate Removals

- Stabilize and mitigate immediate threats to human health and the environment.

% Complete & Status:

Ongoing. Stabilized and mitigated immediate threats at the following sites: Nike Site #32, Janice Gresser Residence, Western Scrap, Roland Dump, Chadwell Tire, Joe Redd Salvage Tire Site, Thomas Painter Site, Cheesy Tire Site, McIntosh Tire, Thomas Erwin Tire, Martin Myers Tire, Dean Butler Tire, Romas Tire, Prime Battery, Laurel Dump, Scott Fertilizer/Stutzman Farms, Friction Materials, Griffin Contamination, and Walkerton TCE plume. The largest tire disposal site in the State, G&M Tire Recycling Site (Atwood, Kosciusko County) was completed in October 2002, with the removal of 12,106 tons.

- Respond to 100% of the immediate removal requests within five (5) days of referral.

% Complete & Status:

Ongoing. Sites are referred from Emergency Response, Site Investigations, and Solid Waste. Staff receives an average of five sites a month, all of which are responded to within the five day timeline.

- Refer to USEPA Region 5 Emergency Response Section and partner on those sites exceeding IDEM's resources.

% Complete & Status:

Ongoing. Staff is currently working with US EPA on these sites: American Lead Site, Angola Soya, Calumet Container, Hammond Pest Control, Hog Hollow Site, Hoskins Manufacturing, Jackson Paint, Jacobsville Neighborhood Soil (JNS) Site, Konrady Oil, Marathon Oil Spill, Merrill Myers, Riverside Auto, Stone Church Road, Vincennes Tar Site, and White Lick Creek.

(c) Management of Remedial Response sites.

- Evaluate 100% of all new sites referred to Remedial Response from Emergency Response to determine whether long term oversight is required and to establish priority.

% Complete & Status:

Ongoing. Staff receives approximately 15 site referrals from emergency response every month. All sites are evaluated against a high, medium, low priority ranking and assigned to staff.

- Issue fifty (50) no further action letters on sites that have completed all necessary response activities per fiscal year.

% Complete & Status:

FY 02 - 76% complete. Staff issued 38 NFA letters.

FY 03 - 34% complete. Staff issued 17 NFA letters.

(2) RCRA Correction Action
Meet RCRA CA/GPRA commitments

% Complete & Status:

FY 02 - 25% complete - ongoing. FY 03 - 0% complete.

(a) Complete human health indicator for one (1) site.

By: June 30, 2002

% Complete & Status:

FY 02 - 100% complete. Rea Magnet human health indicator was completed September 6, 2001. FY 03 - Complete human health indicator for one (1) site. 0% complete.

(b) Complete ground water indicator for two (2) sites.

By: June 30, 2002

% Complete & Status:

FY 02 - 100% complete. Rea Magnet groundwater indicator was completed on September 10, 2001. BP Amoco ground water indicator was completed on September 30, 2001.

FY 03 - Complete ground water indicator for one (1) site. 0% complete.

(c) Complete the following site specific interim milestones at these RCRA CA/GPRA sites:■ **Dana Corp./BRC**

By: July 1, 2001 — RCRA Facility Investigation (RFI) initiated.

By: January 1, 2002 — RFI will be completed and submitted to IDEM.

% Complete & Status:

Ongoing. The RFI is currently being reviewed by IDEM staff, pending approval.

■ **REA Magnet**

Internal review of RISK Assessment completed by staff by 07/01

By: July 1, 2001 — Initiation of the RFI and Internal review of RISK Assessment

% Complete & Status:

100% complete. The RFI currently under review by IDEM, approval pending on additional data.

■ **Guide Corp.**

By: April 1, 2001 — RFI initiated.

By: July 1, 2001 — RFI report anticipated to be forwarded to IDEM for review.

% Complete & Status:

65% complete. July 31, 2001 Phase 1 RFI completed and Phase II begins FY 02-03. By Sept. 2002, IDEM reviewed and commented on RFI submitted to Guide Corp.

■ **Rolls Royce Corp.**

By: September 1, 2001 — Current Conditions Report (CCR) forwarded to IDEM.

% Complete & Status:

100% complete. RFI workplan implemented. First of 3 data review sessions completed.

■ **BP Amoco**

By: July 1, 2001 — CA725 Human Exposure Environmental Indicator work sheet completed for IDEM review.
By: May 1, 2001 — RFI initiated.

% Complete & Status:

100% complete. CA725 completed on April 17, 2002. CA750 completed on August 28, 2001. RFI initiated.

Remaining portion of RCRA CA requirements are in Permits Branch Priorities

(3) **Defense Environmental Restoration Program**

Initiate environmental cleanups at the fifty-eight (58) remaining AOCs and establish Operation and Maintenance at one (1) military base

During: Fiscal year 2002

% Complete & Status:

98% completed in FY 02. Initiate investigations/cleanups at remaining 40 AOCs is projected in FY 03. Efforts are ongoing - 75% complete for the year

(4) **Superfund Program**

(a) **Complete four (4) decision documents (Records of Decision, Record of Decision Amendments, or Explanation of Significant Differences)**

Target Sites:

- Continental Steel
- Himco Dump
- Four County Landfill
- Third Site

By: June 30, 2002

% Complete & Status:

75% completed in FY 02. One (1) decision document completion projected for FY 2003. Efforts are ongoing - 75% complete for the year.

(b) **Reach construction completion at three (3) sites.**

Target Sites:

- Third Site Non-Time Critical Removal Action
- Tippecanoe Sanitary Landfill
- American Chemical Services – Upgrade of Water Treatment System

By: June 30, 2002

% Complete & Status:

100% completed in FY 02. One (1) construction completion projected for FY 2003. Lakeland Disposal Landfill will be completed this quarter. 100% completed in FY 2003.

(5) **Continental Steel Superfund Project**

(a) **Select RD/RA Oversight Contractor for Continental Steel Site.**

By: September 1, 2001

% Complete & Status:

Continental Steel remedial design contractor selection is now 95% complete.

(b) Select Construction Contractor for Contract Unit 2 for Continental Steel Site.

By: October 1, 2002

% Complete & Status:

0% complete. EPA funding is unavailable to complete goal.

(c) Provide project oversight of construction activities for Contract Unit 1.

Through January 1, 2003

% Complete & Status:

0% complete. Limited EPA funding. Construction not started.

(6) Voluntary Remediation Program (VRP)

Increase the voluntary remediation program participation by fifty (50) sites each fiscal year.

By: June 30, 2002 — Participation increased to a total of four hundred (400) active sites.

By: June 30, 2003 — Participation increased to a total of four hundred fifty (450) sites.

% Complete & Status:

95% complete. VRP currently has 438 active sites and are on track to meet the 450 site target by the 4th quarter.

(7) Leaking Underground Storage Tank (LUST) Program

Ensure mitigation of high priority conditions including, but not limited to, fire and explosion hazard, inhalation of vapors and ingestion of contaminated drinking water, and free product at 90% of all high priority sites within 90 days of high priority notification.

% Complete & Status:

FY 2002 - 91% (21 of 23) - goal met; FY 2003 - 91% (10 of 11) high priority sites mitigated.

(a) Approve eighty (80) Site Characterization Reports each fiscal year.

% Complete & Status:

FY 2002 - 144% (115) - goal exceeded; FY 2003 - 158% (126) site characterization reports approved.

(b) Approve one hundred twenty (120) Corrective Action Plans each fiscal year.

% Complete & Status:

FY 2002 - 144% (115) - goal exceeded; FY 2003 - 158% (126) site characterization reports approved.

(c) Approve two hundred (200) LUST closures each fiscal year.

% Complete & Status:

FY 2002 - 110% (219) - goal exceeded; FY 2003 - 76% (152) LUST closures approved.

(d) Complete and implement final LUST Compliance Strategy.

By: July 1, 2001

% Complete & Status:

100% complete. Goal completed and implemented July 1, 2001.

(e) Send 100 Violation Letters to responsible parties for non-compliance with LUST and/or other IDEM requirements.

By: June 30, 2003

% Complete & Status:

55% complete - 55 violation letters sent to responsible parties.

d) Pollution Prevention in Remediation Projects

- (1) P2 in remediation orientation training for staff remediation team.

% Complete & Status:

0% complete due to lack of EPA funding.

- (2) Develop P2 remediation educational materials for interested parties.

% Complete & Status:

0% complete due to lack of EPA funding.

- (3) Develop a P2 opportunities in remediation web page for public outreach.

% Complete & Status:

0% complete due to lack of EPA funding.

- (4) P2 in remediation awareness training for internal and external workgroups.

% Complete & Status:

0% complete due to lack of EPA funding.

- (5) Initiate an awareness program for P2 in the Voluntary Remediation Program.

% Complete & Status:

0% complete due to lack of EPA funding.

- (6) Initiate an awareness program for P2 in the Brownfields program.

% Complete & Status:

0% complete due to lack of EPA funding.

- (7) Devise recognition programs for successful implementation of P2 in remediation and redevelopment projects.

% Complete & Status:

0% complete due to lack of EPA funding.

2) Permits Branch

Tom Linson
 Branch Chief, Permits Branch
 Office of Land Quality
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- a) Hazardous Waste Permitting (Grant Commitments)
 Complete twelve (12) hazardous waste facility permitting actions per fiscal year, in accordance with the annual workplan. Permits will be issued in accordance with the process specified by hazardous waste management regulations and applicable non-rule guidance. Each permit issued will address corrective action requirements. Sites subject to corrective action that are not addressed by permit will be covered by an order in accordance with annual workplan schedules.

(1) Facilities for which IDEM is planning to issue a RCRA decision (FY 01-02)

- Table 1: Facilities for which IDEM is planning to issue a RCRA decision (FY 01-02)

FACILITY	PERMIT ACTION	COMMENTS	STATUS
US Crane, Crane	Final	Renewal	
OWM, Ft. Wayne	Draft	Post-closure	
ESSROC, Logansport	Draft	BIF Permit	
HES, Indianapolis	Draft & Final	Class 3 Modification	
Midwest Steel, Portage	Draft & Final	Renewal	
Vopack USA Inc., Indianapolis	Draft & Final	Renewal	
Eli Lilly, Tippecanoe Lab	Draft	Class 3 Modification	
Reclaimed Energy, Connersville	Draft & Final	Renewal	

- (2) An annual workplan will be provided to USEPA Region 5 EnPPA coordinator for SFY 02-03.

By: July 1, 2002

% Complete & Status:

- 1) FY 02 - 100% complete.
 2) Workplan submitted. FY 03 - 25% complete.

Permitting Actions to be completed in FY03:

Newport Chemical Depot	Class 3 Mod	draft & final	DONE
Midwest Steel	Renewal	final	DONE

Carriage	Post-Closure	draft & final
Detrex	Renewal	draft & final
Lone Star	Permit	draft & final
Reilly	Renewal	draft & final
HES Roachdale	Renewal	draft

(3) RCRA Corrective Action – Meet RCRA CA/GPRA commitments

(a) Complete human health indicator for one (1) site.

By: June 30, 2002

% Complete & Status:

See information provided in task below.

(b) Complete ground water indicator for two (2) sites.

By: June 30, 2002

% Complete & Status:

See information provided below.

■ Ulrich Chemical

By: October 2001— Complete 725 and 750 environmental indicators.

% Complete & Status:

100% complete.

■ Mason Corporation

By: June 2002 — Negotiate and sign Corrective Action Order.

% Complete & Status:

15% complete.

■ Arvin NAA, Inc.

By: June 1, 2002 — Receive revised RFI from Arvin and review for approval.

% Complete & Status:

100% complete. Revised RFI received from Arvin and found it to be deficient. Notice of Deficiency issued by 6/20/02.

■ Slater Steel

By: December 1, 2001 — Negotiate and sign Corrective Action Order

By: June 1, 2002 — Slater completes Phase II of RCRA RFI

% Complete & Status:

100% complete.

■ Alcoa Warrick

By: October 1, 2001— Evaluate sampling data and make 725 determination.

% Complete & Status:
100% complete.

■ **Corning Glass**

By: July 2001 — Receive RFI Workplan from Corning.
By: October 1, 2001 — Complete review and approve RFI Workplan

% Complete & Status:
100% complete. EI 750 - completed on June 15, 2001 (ahead of schedule).

■ **GTI Corporation**

By: June 1, 2002 — Continue offsite groundwater contamination delineation.

% Complete & Status:
80% complete - ongoing.

■ **Newport Army Depot**

By: June 1, 2002 — Continue sampling and remediation activities.

% Complete & Status:
80% complete.

■ **Rhodia**

Ongoing through: June 1, 2002 — Soil and groundwater monitoring sampling.

% Complete & Status:
100% complete.

Remaining portion of RCRA CA requirements are located in Remediation Branch Priorities

b) **Hazardous Waste Closure (Grant Commitment)**

Approve twelve (12) hazardous waste closure plans/certifications per fiscal year. Closure plans will be approved in accordance with hazardous waste management regulations and applicable non-rule guidance.

% Complete & Status:
FY 02 = 100% complete. FY 03 = 100% complete.

c) **Permitting**

Issue all permits within timeframes required by statute, and guidelines established by the Branch.

% Complete & Status:
Ongoing - 100% on time. Continued to meet all statutory permit deadlines.

d) **Confined Feeding**

Implement the Workplan developed at a staff retreat to revise the confined feeding approval system to comply with new rule requirements. Identify and develop current operating procedures consistent with the new rule for confined feeding operations. Assist the Agency's Agricultural Liaison with IDEM outreach efforts to the regulated community in order to effectively communicate new requirements.

By: September 1, 2001

% Complete & Status:
100% complete.

e) Solid Waste Landfill Permitting

- (1) Issue fifty percent (50%) of backlogged solid waste landfill renewals and closure/post-closure permits.

By: June 30, 2002

% Complete & Status:
100% complete.

- (2) Issue all future renewals within 365 days.

% Complete & Status:
60% issued within 365 days during Third Quarter of FY 03 (Jan -March, 2003).

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3) Compliance Branch

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a) Spill Response

Provide 24-hour a day response capability to ensure responsible parties report and clean up spills; and ensure 100% field response at Priority 1 releases.

% Complete & Status:

Ongoing. OLQ's emergency responders continue to provide 24-hour a day response; and provide 100% field response at Priority I releases.

b) UST Inspections (Grant Commitments)

- (1) Conduct underground storage tank inspections at 1,565 regulated facilities each year with a goal of 3,127.

By: June 30, 2002

% Complete & Status:

98% complete. Approximately 3,065 inspections completed since July 2000.

- (2) Work to ensure all new and unregistered tanks are properly registered.

% Complete & Status:

Ongoing.

- (3) Develop and implement a procedure for inventorying and environmentally securing abandoned UST's in Indiana.

By: August 30, 2001

% Complete & Status:

Database 100% complete. Inventorying abandoned USTs ongoing. Enforcement actions have been started.

- (4) Complete and submit to EPA Region 5 the Underground Storage Tank STARS report

In: October 2001, October 2002, April 2002, and April 2003

% Complete & Status:

100% complete for FY02, an ongoing activity.

c) Technical Compliance Inspections (Grant Commitments)

Conduct approximately three hundred (300) technical compliance inspections for hazardous waste treatment, storage and disposal facilities, including some Volatile Organic Compounds (VOC) tank system inspections; site sampling; landfill construction and closure inspections; comprehensive municipal solid waste landfill inspections; and construction inspections of confined feeding operations each fiscal year.

% Complete & Status:

100% complete for FY 02. Approximately 71% complete, a total of 213 inspections have been conducted in FY 03.

d) Industrial and Hazardous Waste Inspections (Grant Commitments)

- (1) Conduct industrial and hazardous waste inspections at facilities which manage industrial and/or hazardous waste, including inspections of industrial waste landfills; hazardous waste treatment, storage, and disposal facilities (including combustion/fuel blending facilities); and large and small quantity hazardous waste generators. The inspections of the hazardous waste treatment, storage, and disposal facilities will be conducted in accordance with the statutory annual inspection requirement. IDEM will annually meet or exceed the twenty percent (20%) inspection requirement of large quantity hazardous waste generators, as set forth by the Final FY 2002/2003 Office of Enforcement and Compliance Assurance Memorandum of Agreement Guidance, dated June 19, 2001. More specifically, we will inspect one hundred ninety-nine (199) large quantity generators (LQGs) and treatment, storage, and disposal (TSD) sites. In addition, we will inspect six hundred twenty (620) small quantity generators (SQGs). We will also inspect approximately nine-one (91) facilities with waste classifications.

% Complete & Status:

FY 02 - Conducted inspections at 100% of TSDs and LQGs; 92% of SQGs; and 90% of facilities with waste classifications. 100% not completed for all of the above listed tasks due to reduced resources and increased tasks.

FY 03 - Industrial and Hazardous Waste inspection number goals for state fiscal year 03 are 40 TSD's, 173 LQG's, and 458 SQG's. During the first three quarters of State fiscal year '03, conducted inspections at approximately 58 % of TSDs, 53% of LQGs and 62% of SQGs scheduled for State FY 03.

- (2) In conjunction with the Agricultural and Solid Waste Compliance Section, we will evaluate transfer stations to determine if an inspection program is warranted for these facilities.

By: June 1, 2002

% Complete & Status:

100% complete. This activity has been re-evaluated based on the effect of the new Industrial Waste Law. Generic permit language has been developed for transfer stations that should ensure compliance with current regulations and protect the environment. The Industrial Waste Compliance Sections will not be conducting routine inspections at Solid Waste Transfer Facilities.

- e) **Pollution Prevention (P2) Activities**
Promote P2 during compliance inspections by focusing on persistent bioaccumulative and toxic chemicals (PBTs).

Project objectives:

- (1) Identify PBTs

% Complete & Status:

0% complete. None identified. Training was conducted during the first and second quarter. Research continues to identify PBTs to focus on during compliance inspections.

- (2) Promote the reduction of selected PBTs

% Complete & Status:

0% complete. Research continues to identify which PBTs to focus on.

(3) Provide staff training

% Complete & Status:

Ongoing. Industrial Waste inspection staff attended 'Pollution Prevention Tools for Inspectors', a training course offered by US EPA in Chicago August 29 or 30, 2001. IDEM's OPPTA provided P2 and PBT training to staff on October 3, 2001. Staff plans to accompany EPA inspectors during their PBT initiative inspections this FY03as EPA looks at naphthalene and lead.

(4) Report P2 activities as follows:

- The number of companies identified during inspections with selected PBTs

% Complete & Status:

Ongoing. Actual referrals to CTAP and CMTI total 38 thus far for FY 2003.

- The number of referrals to IDEM's Compliance and Technical Assistance Program (CTAP) and the Clean Manufacturing Technology Institute (CMTI) for additional follow-up

% Complete & Status:

Ongoing. Actual referrals to CTAP and CMTI total 26 thus far for FY2003.

- The distribution of materials

% Complete & Status:

Ongoing. Staff continues to offer P2 instructional materials during every compliance inspection.

- Inspector training

% Complete & Status:

Ongoing. Staff have attended at least two instructional training courses on PBTs and P2 .

(5) Focus on Pollution Prevention as a means to enhance awareness of, and to reduce specific persistent bioaccumulative and toxic chemicals (PBTs).

% Complete & Status:

0% complete. No specific PBT focus this year. Research continues to identify PBTs on which to focus.

(6) In coordination with the Office of Pollution Prevention and Technical Assistance (OPPTA), promote and enhance Pollution Prevention awareness with respect to PBTs with industrial waste generators, in order to reduce the amount of toxic chemicals used and as a result, toxic waste generated.

% Complete & Status:

0% complete. No specific PBT promotion this year. Research continues to identify PBTs on which to focus.

(7) Improve Pollution Prevention (P2) dialog with industrial waste generators by providing inspector training on Pollution Prevention opportunities for the specific PBTs.

% Complete & Status:

Ongoing. Industrial Waste inspection staff attended Pollution Prevention Tools for Inspectors, a training course offered by US EPA in Chicago August 29 or 31, 2001, and attended a P2/PBT awareness and tools course offered by IDEM's OPPTA on October 3, 2001.

f) Solid Waste Inspections

Conduct inspections of approximately one hundred twenty-six (126) solid waste sites, approximately one hundred fifty-five (155) septage land application sites, thirty-three (33) tire processor/storage sites, and approximately six hundred fifty (650) septage haulers.

By: June 1, 2002

% Complete & Status:

FY 02 - 100% complete.

FY 03 - 98% complete for solid waste sites, 25% complete for septage land application sites (these inspections occur in the spring), 98% complete for septage truck inspections (these inspections mainly occur in the winter), and 95% complete for tire processor/storage sites.

g) Participate in a Land Application Sludge/Compliance Program.

By: June 30, 2001 — Program to be initiated.

% Complete & Status:

100% complete. Finished pilot program September 20, 2001. Fifteen inspections are scheduled for FY2003. By midyear, 2 have been conducted.

h) Agricultural Inspections

Inspect one thousand (1000) confined feeding operations each fiscal year.

% Complete & Status:

FY 02 - 98% complete. FY 03 - 63% complete.

i) PCB Inspection Program (Grant Commitment & EPA Commitment)

Conduct thirty-eight (38) PCB inspections each fiscal year.

% Complete & Status:

100% complete for FY 02. The Industrial Waste Compliance Sections completed all (38) proposed PCB compliance inspections for FY 02. The program completed 16 (43%) of the inspections scheduled for FY 03. Thirty-eight (38) PCB compliance inspections are scheduled for FY 03.

j) IDEM Compliance/Enforcement Team

- (1) Participate as a member of the IDEM Compliance and Enforcement Team and revise inspection commitments and protocols based on Team decisions.

% Complete & Status:

Ongoing. The Compliance and Response Branch continues to actively participate in the Compliance and Enforcement Team and respond to initiatives and programs directed by the team. Inspection reports have been approved and finalized by the team. The team is beginning to evaluate inspector access/right of entry policy. Planning for the next EnPPA cycle has begun. A review of C/E Team accomplishments and the focus of the Team for the upcoming year will be evaluated in January.

- (2) Participate in Multi-Media Inspections.

% Complete & Status:

Ongoing. The Compliance and Response Branch continues to actively participate in the Compliance and Enforcement Team and respond to initiatives and programs directed by the team.

4) Science Services Branch

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- a) Land Application Compliance Program
 Organize and perform sampling of sludge that has been permitted for land application at ten (10) permitted facilities. Results will be evaluated and reports provided to internal Land Application Compliance Task Force for inclusion in final report.

By: August 1, 2001

% Complete & Status:
 100% complete.

- b) Health and Safety
 Develop and maintain a comprehensive health and safety program in all OLQ field-oriented programs. The program must:

- (1) Assure compliance with OSHA and OLQ standards;

% Complete & Status:
 Ongoing. Health and Safety responsibilities have been assigned to an office team on an interim basis. The OLQ Health and Safety program continues to provide support to assure compliance with all applicable standards.

- (2) Work with and assist Agency health and safety program;

% Complete & Status:
 Ongoing. The OLQ Health and Safety program continues to work closely with the Agency H&S.

- (3) Provide for continuous improvement through frequent training modules, supervisor and staff feedback, field oversight, and on-the-job training.

% Complete & Status:
 Ongoing. The OLQ Health and Safety program continues to evaluate and implement opportunities to improve the program and provide services. Training and oversight continue on an ongoing basis.

- c) Great Lakes Initiative (GLI) – Grant Commitment
 Provide technical and mapping support for the RAP objectives by continuing to update databases monthly.

% Complete & Status:

25% complete - ongoing. Projected to take 20-30 years to complete. The Science Services Branch is working with RAP Coordinator in the IDEM Northwest Regional Office to develop data and GIS applications to quantify and analyze improvements in 14 Beneficial Use Impairments (BUI). It is anticipated that improvements in the system can be demonstrated through use of GIS, and de-listing of areas throughout the Grand Calumet River will be accomplished. Beneficial Use Impairments have been defined and mapped in the GCR Reaches, and we are developing methods to quantify many aesthetic attributes used in the original BUI designations. We are also working with the local cities (Hammond, East Chicago, and Gary) to acquire GIS data from those organizations to further support this effort and utilizing the ACOE feasibility study for dredging IN Harbor Canal Sediments. Work continues in quantification effort of aesthetic attributes (35% complete). Have acquired all GCR/IHSC specific GIS data from the Cities and converting those data to be used by RAP Coordinator. Provided funding for certified ArcGIS training for 21 professionals from the cities of East Chicago, Gary, Hammond, Lake County IN, IDEM NWRO, IU Northwest Center for Data and Analysis, Northwest IN Regional Planning Commission (NIRPC), and United States Steel Corp.(USS). Beginning development of an Intranet project management application. This will allow managers and internal personnel to update progress reports and query project progress. This will be a GIS interactive mapping application and will allow for near real-time query of the dredging progress (5% complete). Also, seeking to work with EPA FIELDs Team to incorporate data from 20 more sediment quality studies of the Grand Calumet River into the "SedViewer" GIS application (25% complete).

d) RCRA Info

RCRA information will be input into the RCRA Info database on a monthly basis.

% Complete & Status:

Ongoing - 100% complete for each month. RCRA information continues to be input to the database monthly.

5) Rules, Planning and Outreach Section

Mike Dalton
Section Chief, Rules, Planning and Outreach Section
(317) 232-8884
email: mdalton@dem.state.in.us

- a) Groundwater Quality Standards
Evaluate and prioritize existing Land Quality rules for incorporation of Groundwater Quality Standards within 60 days of the Groundwater Rules being final adopted by the Water Board.

% Complete & Status:

100% complete. Ground Water Quality Standards was promulgated on August 14, 2001.
Impact on rules has been determined, and standards are being incorporated into existing rules as appropriate.

- b) Authorization

- (1) Develop and seek authorization for the FY 2000 hazardous waste package.

By: June 1, 2002

% Complete & Status:

100% complete. Draft ARA 19 has been submitted to EPA.

- (2) Complete promulgation of the 2001 Hazardous Waste Update.

By: May 1, 2002

% Complete & Status:

100% complete. Finally adopted. It will be effective July 3, 2002.

7. OFFICE OF LEGAL COUNSEL

Felicia Robinson
 Assistant Commissioner
 Office of Legal Counsel
 (317) 233-5522
 email: frobinso@dem.state.in.us

The Office of Legal Counsel (OLC) provides legal advice and representation to the Department of Environmental Management (IDEM). Most of the attorneys working in OLC are environmental law specialists, though some of the attorneys also specialize in contract and employment law in order to fully represent the legal needs of IDEM.

OLC is divided into four functional sections: Program Counsel, Rules and Legislation, Enforcement, and Litigation. Each attorney and many of the office's support staff are assigned to work in one of these four sections. Each section has a supervising attorney (section chief) who manages the responsibilities of the section.

1) **Implementation of a Remediation Counsel Section in the Office of Legal Counsel**

This Section will provide legal counsel to all agency functions associated with cost recovery, including enforced site cleanups, voluntary remediations, brownfields, collections, and bankruptcies.

- a) Complete revisions to the cost recovery training manual for project managers (including coding instructions)

By: November 1, 2001

Status:

100% complete. The cost recovery manual is complete and under review. Proposed coding elements in conjunction with cost recovery have been submitted.

- b) Fully staff and integrate a Remediation Counsel Section within the Office of Legal Counsel

By: December 1, 2001

Status:

100% complete.

- c) Establish informal collections alternatives [i.e., besides sending something to the Attorney General's Office]

By: March 1, 2002

Status:

100% complete. The section has developed COP's for cost recovery and form letters for submittal to potentially responsible parties in conjunction with OLQ and OMBA..

- d) Revise and/or develop agency and office procedures for implementing and tracking the various responsibilities of the Section

By: July 1, 2002

Status:

100% complete. OLC has developed a tracking system for attorney tasks and assignments.

2) Development and implementation of improvements, for both internal and external needs, that will facilitate accessibility to agency public records.

a) Gather information for accessibility improvements

By: September 1, 2001

Status:

100% complete. Information gathering is complete on all disclosable records as well as how they are and organized.

b) Develop suggestions for accessibility improvements

By: November 1, 2001

Status:

100% complete. Ongoing volunteer staffing. In-house suggestions developed: convert inventory of disclosable records into easily available document and volunteer staffing to CFR until the staff shortage can be remedied.

c) Evaluate suggested accessibility improvements, including those by outside contractors, and select appropriate improvements

By: January 1, 2002

Status:

Above suggestions evaluated for feasibility.

d) Begin implementation of improvements

By: April 1, 2002

Status:

100% complete.

3) Development and implementation of a plan to recruit and retain the most competent attorneys.

a) Gather information/suggestions for plan

By: October 1, 2001

Status:

100% complete.

b) Identify recruiting/informational interview opportunities at law schools and job fairs

By: December 1, 2001

Status:

100% complete.

c) Implement selected plan

By: January 1, 2002

Status:

100% complete. Ongoing attendance at job fairs.

4) Development and implementation of a plan to improve OLC's data management and communication.

- a) Evaluate office data management needs

By: October 1, 2001

Status:

Working with IT staff to evaluate data management systems. Budget issues may impact this priority.

- b) Evaluate and decide upon appropriate data management system(s)

By: December 1, 2001

Status:

On hold per budget restrictions.

- c) Implement data management systems

By: March 1, 2002

Status:

No change.

5) Rulemaking

Continue Coordination with the Offices of Air, Water and Land Quality as to their progress in meeting sunset requirements.

Status:

Ongoing and current.

6) Dis-investments

- a) The Office of Legal Counsel will create an inventory of specific functions.

By: October 1, 2001

Status:

100% complete.

- b) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or underfunded activities.

By: November 1, 2001

Status:

100% complete.

8. OFFICE OF MANAGEMENT, BUDGET, AND ADMINISTRATION

Susan Moster
Deputy Commissioner
Environmental Operations
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email: smoster@dem.state.in.us

A) Human Resources Management Office

The Human Resources Management Office provides services to IDEM staff in the areas of Employment and Recruiting, Equal Employment Opportunity, Employee and Labor Relations, Compensation, Benefits, Training and Development. Our mission is to provide quality customer service as it relates to each Human Resource function and to take positive steps toward ensuring the organization's success while closely following applicable state and federal employment law.

1) HR — Agency-Wide Priorities

a) Dis-investments:

- (1) Each office will create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:
100% complete.

- (2) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or underfunded activities.

By: November 1, 2001

% Complete & Status:
100% complete.

- (3) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:
100% complete.

- (4) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:
On schedule.

b) Staff Speaker Series

- (1) Establish a speaker series on multimedia topics and cross-office information.

By: September 30, 2001

% Complete & Status:
100% complete - ongoing. Priority revised to include program area's sessions. Will work with program areas to distribute information about sessions they conduct.

(2) Survey staff for topics.

By: July 30, 2001

% Complete & Status:

100% complete. Will work with program areas for topics.

c) Training

(1) Add at least 2 new training opportunities to our training curriculum.

By: October 31, 2001

% Complete & Status:

100% complete.

(2) Research and present options to IDEM's senior leadership team for a Leadership Development Program.

By: December 31, 2001

% Complete & Status:

Research and presentation 100% complete.

(3) Implement the Leadership program.

By: March 31, 2002

% Complete & Status:

90% complete.

d) Sick Leave Option

IDEM will research and develop a program for donating sick leave to coworkers in need and solicit approval from State Personnel to run a pilot program.

(1) IDEM will research and develop a policy for donating sick time to coworkers in need.

By: March 31, 2002

% Complete & Status:

Research 100% complete. Development 90% complete. State Personnel will not consider this request at this time.

(2) IDEM will obtain approval to run a pilot program.

By: June 30, 2002

% Complete & Status:

IDEM's activity is 100% complete. Submitted memo to State Personnel 3/1/02. SPD has indicated that this request will not be considered at this time.

e) Fill Vacancies Quickly

(1) Provide "how to" guidance on quickly filling vacancies to all supervisors.

By: July 31, 2001

% Complete & Status:

100% complete. Although not quickly filling many vacancies due to Strategic Hiring Freeze, HR is providing guidance to supervisors on Strategic Hiring Freeze Committee requests.

- (2) Create staffing goals for each supervisor.

By: July 31, 2001

% Complete & Status:

100% complete. Goals for job categories outlined in agency Affirmative Action Plan were distributed to all supervisors.

- (3) Establish quarterly reports on vacancies.

By: October 31, 2001

% Complete & Status:

100% complete. Information has been gathered by HR and available upon request.

2) HR — Office-Wide Priorities

- a) Research and implement ways to market HR's role as consultants and people who help the agency work smarter, as well as ways to eliminate the perception that HR'S role is that of dictatorship or law enforcement.

By: December 31, 2001 — Research

By: June 30, 2002 — Implement

% Complete & Status:

Developed mission Statement - 100% complete. Open House - 100% complete. Human Resources Corner in Inside IDEM - 100% complete. Customer Service Survey -100% complete. Implementation of suggestions is ongoing.

- b) Develop and implement a regular schedule for a team of HR staff members to visit the three regional offices to provide consultation and training, and to build relationships with these customer groups.

By: September 30, 2001— Develop and Implement

% Complete & Status:

100% complete. After checking with regional offices, implemented primary contact procedure for them.

- c) Research and report on the ways to ensure that ES3 and Operations Staff positions are correctly classified.

By: December 31, 2001 — Research and report

% Complete & Status:

Research and reporting 100% complete. Likely candidate for disinvestment.

- d) Design and order "business cards" with information on HR and confidentiality of issues and employee concerns.

By: September 30, 2001

% Complete & Status:

100% complete. Revised goal - mission statement has been developed and adopted. Purchased rubber stamp with mission statement imprint. HR staff now have business cards with the mission statement stamped on the back of the cards.

- e) Set up a continuous job bank posting for hard-to-recruit positions, such as chemist positions.

By: September 30, 2001

% Complete & Status:

On hold indefinitely due to budget and hiring restrictions.

- f) Evaluate assigned job duties of all HR staff and make changes as necessary to more evenly distribute the workload.

By: December 31, 2001 — Evaluate

By: June 30, 2002 — Implement

% Complete & Status:

Evaluation 100% complete. Redistribution ongoing as vacancies occur.

- g) Evaluate effectiveness of phased New Employee Orientation program and make improvements where necessary. (Examples: provide hands on training on ACS on each new employee's first ACS submission Friday; determine how to ensure that employees do actually return for subsequent orientation sessions.)

By: December 31, 2001— Evaluate

By: March 31, 2002 — Implement

% Complete & Status:

100% complete. Survival guide for new employees distributed agency-wide and implemented in new employee orientation. Improvements are ongoing.

- h) Develop and implement Prevention of Sexual Harassment training class using IDEM staff from various program areas as presenters.

By: March 31, 2002

% Complete & Status:

. 100% complete. HR currently providing training to all IDEM staff.

- i) Revise the agency Manager and Supervisor Training policy to include mandatory training on Cultural Diversity Awareness and Prevention of Sexual Harassment.

By: September 30, 2001

% Complete & Status:

100% complete.

- j) Develop agency training policy for all employees, with mandatory classes to include New Employee Orientation (with mandatory follow-up phases) and Prevention of Sexual Harassment.

By: September 30, 2001

% Complete & Status:

100% complete.

- k) Arrange for PeopleSoft to run specific reports needed by HR staff, and then transfer the HR employee database from Paradox to PeopleSoft.

By: December 31, 2001

% Complete & Status:

Reports 100% complete. Conversion of database to PeopleSoft is ongoing.

- l) Implement and coordinate quarterly HR office cleanup days (relates to livable environments).

By: September 30, 2001

% Complete & Status:
100% complete.

- m) Purchase items for recruiting, including IDEM polo shirts and/or professional name tags to be worn by HR staff and volunteers at recruiting events AND items to be given away at recruiting events, such as pens, key chains, etc. with IDEM logo.

By: August 31, 2001

% Complete & Status:
100% complete. Currently, there are very few job fairs that we have attended due to budget constraints and the hiring freeze.

- n) Develop and implement year-round paid and unpaid internship programs (separate from Governor's Summer Internship Program).

By: December 31, 2001

% Complete & Status:
. Pursuing partnership with CICOA.

- o) Research and report on the feasibility of developing and implementing a new performance appraisal system (include whether it would compliment or replace the state's performance appraisal system).

By: June 30, 2002

% Complete & Status:
. 100% complete. Revised system effective 4/1/03.

B) Office of Business Services

The Division of Business Services encompasses a wide range of specialty services for the Indiana Department of Environmental Management.

The offices included in this division are:

- Information Technology,
- Administrative Services,
- Distribution, Purchasing, and
- Contracts Administration.

These offices are critical to the daily internal operations of IDEM. As the agency grows, and during expansion into regions of Indiana, these offices are responsible for all communication functions, and purchasing goods and services via procurement or contractual methods. In addition, staff are dedicated to making offices functional and comfortable for employees and the public.

1) Business Services — Agency-Wide Priorities

- a) Dis-investments:

- (1) Each office will create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:
100% complete.

- (2) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or underfunded activities.

By: November 1, 2001

% Complete & Status:
100% complete.

- (3) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:
100% complete.

- (4) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:
On schedule.

b) Shared Drive vs. Intranet

Evaluate the need for an Intranet system or reorganizing the Shared Drive.

By: December 1, 2001

% Complete & Status:
Evaluation complete. Recommendation has been made to utilize DMS..

c) Data Integration

- (1) Develop Place Components of Core Data Model

Review the agency's inventory of place information, document data maintenance, procedures/rules, develop maintenance application components and migrate existing locational data into the core model. Migrating only locational data that is not currently stored in legacy systems. Legacy systems' place data will be migrated with the system as a whole.

By: January 31, 2002

% Complete & Status:
10% complete. Budgetary issues have delayed this project's implementation significantly. The Agency has applied for 2 grants under EPA's National Environmental Information Exchange Network initiative, and if awarded, the proposed projects will complete the foundational components necessary to meet this task. The grants will be submitted by April 1, 2002 and awarded before June 1.

- (2) Populate the People/Organization Components of the CORE Data Model

- (a) Migrate FLA Data set to IDEM Core Data Model and update the federal systems automatically. Working with EPA, develop a strategy and implementation plan to maintain EPA's master facility system, as a function of Internal CORE data model maintenance.

By: May 30, 2002

% Complete & Status:

10% complete. The NEIEN grants (see above) will address this issue. The grants proposed approach is significantly different from the process here. We shall await announcement of grant awards before undertaking work that may be duplicated or inconsistent with work required by the grant.

- (b) Develop a system to maintain and associate interested parties with OAQ permit decision to ensure that interested parties are properly notified as a permit of interest to them goes through it' public process.

By: March 30, 2002

% Complete & Status:

10% complete. This item is being revised in light of budget constraints. The revisions will be made after the legislature establishes the agency budgets for the next biennium.

- (c) Develop a web-based application to allow citizens to register and create personal profiles to manage their information requests (print publications, notices, etc.) from IDEM.

By: May 30, 2002

% Complete & Status:

10% complete. Holding due to lack of funds.

d) Internal Processes

- (1) Create a "how to" manual for requisitions.

By: November 1, 2001

% Complete & Status:

100% complete. Included in SOPs on shared drive.

- (2) Develop appropriate requisition training for staff.

By: January 31, 2002

% Complete & Status:

100% complete. This is an ongoing priority. Several sessions have been held, others will be held three to four times a year.

- (3) Establish and implement turnaround timeframes for requisition processing.

By: March 1, 2002

% Complete & Status:

100% complete. Included in Requisition SOPs and "how to" manual on shared drive.

- (4) Fully utilize Asset Management System within PeopleSoft.

By: June 30, 2002

% Complete & Status:

100% complete. Some cleanup of pre-existing database still ongoing.

2) Business Services — Office-Wide Priorities

a) Administrative Services

- (1) Establish/Update Administrative Service's Standard Operating Procedures.

By: November 1, 2001

% Complete & Status:

100% complete. Available on the shared drive as of 3/27/02.

- (2) Purchase and implement an automated system to help streamline the Distribution Center delivery process.

By: January 1, 2002

% Complete & Status:

100% complete.

- (3) Establish an informational media to improve internal information sharing relative to facility and property management issues and/or projects. This will help to improve communication with regional and satellite offices regarding facility and property management issues and/or projects.

By: June 1, 2002

% Complete & Status:

100% Complete.

b) Purchasing

- (1) Modify the IDEM PeopleSoft manual to be more user-friendly. Manual should be a user-friendly first stop reference for users before calling purchasing staff.

By: September 1, 2001

% Complete & Status:

100% complete.

- (2) Promote awareness of the PeopleSoft manual on the shared drive for staff and improve its ease of use (PeopleSoft user).

By: October 1, 2001

% Complete & Status:

100% complete.

- (3) Create an awareness of requisition procedures for the entire agency by developing a requisition procedure manual for inclusion in the agency SOP's.

By: November 1, 2001

% Complete & Status:

100% complete. Included in agency SOPs on shared drive.

- (4) Create an agency-wide requisition tracking system that can easily be accessed by all IDEM staff and which does not require PeopleSoft access rights.

By: January 1, 2002

% Complete & Status:

100% complete.

- (5) Establish and implement acceptable turnaround times for requisitions to be processed.

By: March 1, 2002

% Complete & Status:

100% complete. Included in agency SOPs and in "how to" manual.

c) Contracts

- (1) Designate and train a person as the contracts back up.

By: August 1, 2001

% Complete & Status:

100% complete.

- (2) Place guidelines on the Shared drive for agency staff to determine if a contract is a procurement contract or a professional services contract.

By: September 1, 2001

% Complete & Status:

100% complete.

d) Information Technology Client Services Team

- (1) Establish a funding pool for developers.

By: September 1, 2001

% Complete & Status:

On hold due to budget issues. Status remains unchanged and it is not likely that this priority will be accomplished this biennium. We can try again to discuss with program areas but doubt with the fiscal situation that they will be responsive.

- (2) Develop a plan to complete the conversion from Corel to MS Office.

By: October 1, 2001

% Complete & Status:

Plan 100% complete. Our focus for the next EnPPA will be the Paradox databases.

- (3) Develop and implement an orientation process for new IT staff. This will allow new IT staff members to be more familiar with the other IT sections and their issues/operation procedures.

By: December 1, 2001

% Complete & Status:

100% complete.

- (4) Increase IT accountability for development activities (e.g., all major development activities should be managed by IT).

By: March 1, 2002

% Complete & Status:

100% complete. IT has increased involvement in development and is now involved in the major projects and maintenance contracts.

e) Information Technology Help Desk

- (1) Reorganize the Help Desk as a resource center for one-stop information.

By: September 1, 2001

% Complete & Status:

100% complete. Resource center is in the configuration room. More information is added as needed or required.

- (2) Create and implement an orientation plan/package for the Help Desk Team.

By: December 1, 2001

% Complete & Status:

100% complete. More information is placed into the HelpDesk Handbook as needed or required.

- (3) Cross-train all Help Desk Staff.

By: December 1, 2001

% Complete & Status:

100% complete - ongoing. HelpDesk Staff receives training from other IT Staff Members as needed or required.

- (4) Implement and utilize all of HelpStar's features to maximize customer service at the Help Desk. (Standard Solutions, reporting, etc...)

By: January 1, 2002

% Complete & Status:

100% Complete. More information will be placed into Helpstar as needed or required.

- (5) Information Technology Infrastructure Team

- (a) Develop Oracle database policies and procedures. Create documentation on database administration for distribution to IT staff.

By: December 31, 2001

% Complete & Status:

100% complete.

- (b) Develop plan to implement new UNIX hardware and software.

By: December 31, 2001⁵

% Complete & Status:

Plan completion and Installation 100% complete. Migration is on-going.

- (c) Obtain additional training certification/authorization for GIS Coordinator. This will allow the GIS Coordinator to share knowledge gained while working with other GIS participants within the agency and outside IDEM.

By: December 31, 2001

% Complete & Status:

100% complete as of 10/2001. Certified to train: Advance ArcView 3.x ; Introduction to ArcGIS 8.1; and Migrating From ArcView 3.x to ArcView 8.1

⁵ Plan completed by 12/31/01 to give us room for delivery and coordination but should be done before we get the equipment in. Implemented timelines will be based on plan.

(d) Migrate to NetWare 5.x.

By: June 30, 2002

% Complete & Status:

100% Complete. IGCN, WSP, ISTA, NWRO & SWRO completed.

C) Office of Fiscal and Accounting**1) Fiscal and Accounting — Agency-Wide Priorities**

a) Dis-investments:

- (1) Each office will create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:

100% complete.

- (2) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or underfunded activities.

By: November 1, 2001

% Complete & Status:

100% complete.

- (3) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:

100% complete.

- (4) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:

On schedule.

b) Paying the Bills

Establish and meet expectations for all payments.

- (1) Establish turnaround timeframes for payment of claims, SDO claims, Travel Reimbursements, and Purchase Order Payments.

By: September 30, 2001

% Complete & Status:

100% complete. Turnaround time is 10 days to process paperwork to the Auditors office.

- (2) Develop appropriate training on the following administrative topics:

- Travel training

By: September 30, 2001

% Complete & Status:

100% complete. First class was presented on 11/13/01 and will be offered quarterly. Will review feedback from classes to continuously improve the training.

- **Petty Cash training**

By: October 31, 2001

% Complete & Status:

100% complete. This topic was combined with SDO, Claims and PO process for one class.

- **SDO Claims**

By: October 31, 2001

% Complete & Status:

100% complete. This topic was combined with Petty Cash, Claims and PO process for one class.

- **Claims Process training**

By: December 31, 2001

% Complete & Status:

100% complete. This topic was combined with Petty Cash, SDO and PO process for one class.

- **Chartfielding/Time & Effort**

By: December 31, 2001

% Complete & Status:

100% complete.

- **Purchase Order Processing**

By: March 31, 2002

% Complete & Status:

100% complete. This topic was combined with Petty Cash, SDO and Claims processing for one class.

c) **Billing & Accounts Receivable**

Establish consolidated agency-wide billing and accounts receivable function.

(1) **Load and maintain all accounts receivable on PeopleSoft.**

By: July 1, 2001

% Complete & Status:

100% complete. Maintenance ongoing.

(2) **Create policy team to determine agency billing and collection policies.**

By: August 1, 2001

% Complete & Status:

100% complete. Team determined to be Lunch Bunch with input from agency staff responsible for generating invoice information.

- (3) Standardize agency policies regarding all billings and collections activities.

By: September 30, 2001

% Complete & Status:

75% Complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

- (4) Centralize and streamline processing of all agency invoices using PeopleSoft.

By: July 1, 2002

% Complete & Status:

This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

d) Cost Recovery

Continue the agency focus on recovering costs from potentially responsible parties.

- (1) Develop a plan for cost recovery efforts (Legal, Land and Accounting).

By: July 30, 2001

% Complete & Status:

We have inventoried and organized all ongoing cost recovery process improvements and are establishing timelines to establish these. We have also begun prioritizing cases to pursue.

- (2) Implement plan.

By: January 30, 2002

% Complete & Status:

See task above.

- (3) Set a financial goal for FY 2002.

By: August 30, 2001

% Complete & Status:

No financial goals at this point due to the state's budget.

- (4) Set financial goal for FY 2003.

By: August 30, 2002

% Complete & Status:

No financial goals at this point due to the state's budget.

- (5) Meet financial goal for FY 2002.

By: June 30, 2002

% Complete & Status:

No financial goals at this point due to the state's budget.

- (6) Meet financial goal for FY 2003.

By: June 30, 2003

% Complete & Status:

No financial goals at this point due to the state's budget.

2) Fiscal & Accounting — Office-Wide Priorities**a) Accounts Payable**

- (1) Partner with State GMIS office and other agencies in order to automate the G-10 process through PeopleSoft.

By: June 30, 2002

% Complete & Status:

On hold due to GMIS shift in priorities to PeopleSoft upgrades and DOA changes in the Department of Administration priorities.

- (2) Partner with State GMIS office and other agencies in order to automate the in-state travel reimbursement process through PeopleSoft.

By: June 30, 2002

% Complete & Status:

On hold due to GMIS shift in priorities to PeopleSoft upgrades and DOA changes in the Department of Administration priorities.

- (3) Partner with State GMIS office and other agencies in order to automate the training request process through PeopleSoft.

By: June 30, 2002

% Complete & Status:

On hold due to GMIS shift in priorities to PeopleSoft upgrades and DOA changes in the Department of Administration priorities.

- (4) Participate in State Wide procurement card program and pilot.

By: Dependent on schedule developed by IDOA

% Complete & Status:

100% Complete. Current process does not meet agency needs because the procurement card software does not integrate with PeopleSoft yet. Waiting for changes in process before the agency can implement.

- (5) Participate in State Wide e-procurement program and pilot.

By: Dependent on schedule developed by IDOA

% Complete & Status:

The e-procurement program will be included in the latest version of Peoplesoft software. The upgrade will take place in September of 2003.

- (6) Complete workflow charts along with policies and procedures; publish them on the shared drive and Agency web page.

(a) Who's Who

By: September 30, 2001

% Complete & Status:

100% complete. Posted on the shared drive.

(b) Policies

By: December 31, 2001

% Complete & Status:
100% complete.

(c) **Flowcharts**

By: March 30, 2002

% Complete & Status:
100% complete.

(7) **Develop guidelines for turnaround time for the payment of:**

- Claims
- SDO Claims
- Travel Reimbursements
- PO payments

By: September 30, 2001

% Complete & Status:
100% complete. Guideline is to process paperwork to the Auditors office within 10 days.

(8) **Develop additional training opportunities for IDEM staff (program staff) such as:**

- Travel

By: September 30, 2001

% Complete & Status:
100% complete. Class will be offered quarterly. Will review feedback from classes to continuously improve the training.

- Claims Process

By: December 31, 2001

% Complete & Status:
100% complete. This topic was combined with Petty Cash, SDO and PO process for one class.

- Petty Cash

By: October 31, 2001

% Complete & Status:
100% complete. This topic was combined with SDO, Claims and PO process for one class.

- PO processing with purchasing

By: March 31, 2002

% Complete & Status:
100% complete. This topic was combined with Petty Cash , SDO and Claims processing for one class. Class to begin next quarter (April–June).

- SDO claims

By: October 31, 2001

% Complete & Status:

100% complete. This topic was combined with Petty Cash, Claims and PO process for one class.

■ **Chartfielding/Time & Effort**

By: December 31, 2001

% Complete & Status:

100% complete.

b) Grant Management**(1) Complete training and implementation of grant management program.**

By: October 31, 2001

% Complete & Status:

20% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

(2) Issue initial report on grants management program assessing strengths and weaknesses along with any recommendations for changes and/or modifications to the program.

By: December 31, 2001

% Complete & Status:

10% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

(3) Develop and implement a plan to address areas needing attention as noted in the report.

By: March 31, 2002

% Complete & Status:

10 % complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

(4) Review plan and issue final report noting any further action items.

By: June 30, 2002

% Complete & Status:

10% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

c) MBE/WBE**(1) Complete review and audit current agency MBE/WBE program.**

By: September 30, 2001

% Complete & Status:

20% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

(2) Issue a report detailing successes and deficiencies of the program.

By: October 31, 2001

% Complete & Status:

10% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

- (3) Develop a revised agency policy and program for MBE/WBE including goals, training, outreach performance reviews and audits.

By: December 31, 2001

% Complete & Status:

0% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

- (4) Complete implementation of revised program and initial training.

By: June 30, 2002

% Complete & Status:

0% complete. This project is still on-going and will not be completed by the end of this fiscal year. This item will be included in the next EnPPA.

- (5) Review and Audit current Time & Effort Multi Program Plan (MPT) process.

By: September 30, 2001

% Complete & Status:

100% complete.

- (6) Develop flow charts and procedures as a result of the review and audit of MPT process.

By: November 15, 2001

% Complete & Status:

100% complete.

- (7) Develop alternative scenarios and test each one, measure results.

By: December 31, 2001

% Complete & Status:

100% complete. Resolved any flow issues when developing new system.

- (8) If an alternative method achieves desired results develop implementation plan and associated timeline.

By: March 31, 2002

% Complete & Status:

100% complete.

- (9) Implement alternative method and monitor results.

By: June 30, 2002

% Complete & Status:

100% complete. Monitoring ongoing.

9. OFFICE OF MEDIA AND COMMUNICATION SERVICES

Mark Amick
Program Director, Publications
Media and Communication Services
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The Office of Media and Communications Services is IDEM's communications team. We serve program areas by communicating policy, environmental requirements, information, decisions, and pertinent news to the public and IDEM stakeholders through publications, electronic information services, the mass media, conferences and special events. MACS also distributes information internally to inform IDEM employees about issues and initiatives that affect them or their jobs.

A) MACS — Agency-Wide Priorities

1) *Each office will create an inventory of specific functions*

By: October 1, 2001

% Complete & Status:

100% complete. The three teams -- Media Relations, Publications and Electronic -- have identified lists of their specific functions.

2) *Each function will be evaluated by a qualitative system developed to identify discretionary, low-priority and/or under-funded activities.*

By: November 1, 2001

% Complete & Status:

100% complete. Disinvestments include: cancelled clipping service, \$10,800.00; fax machine conversion, \$1,800.00; combined Annual Report and SOE, \$41,703.00; cancelled statutes and rules books, \$37,000.00; cancelled statutes and rules contract, \$20,000.00; reduced circulation of Indiana Environment and IMX savings \$266,000.00; reviewed and modified phone/cell phone/beeper reviews, \$4,500.00; reduced mail service, \$5,400.00. Total disinvestment for agency: \$387,200+.

3) *Evaluate the need for an Intranet or reorganizing the Shared Drive, developing list of "Pros/Cons," cost and manpower needs.*

By: December 1, 2001

% Complete & Status:

100% complete. The workgroup evaluated three options: the Shared Drive, the Groupwise's Document Management System, and an Intranet. The matrix developed showed as the DMS best option at this time. Co-leads prepared to share findings at first opportunity.

4) *Identify pages recommended for removal from agency Web site, including number of hits per pages.*

By: December 1, 2001

% Complete & Status:

100% complete - ongoing. A database was developed to facilitate the clean up of the agency's Web site. The decision during the clean-up phase about whether to retain HTML pages was left solely to program areas. Posting rights were returned to all major program areas.

5) Create feedback for improvements.

By: December 1, 2001

% Complete & Status:

100% complete. A workgroup was established to gather feed back and develop a proposal for implementing changes for in how the agency manages the Web site. That recommendation has been made to IDEM senior staff.

6) Develop standard Fact Sheets on environmental issues and controversial subjects to be used by staff as well as the public.

By: June 1, 2002 — 50 Fact Sheets

% Complete & Status:

100% complete. More than 50 fact sheets have been published on the MACS' Web site.

7) Develop process for receiving comments on the Web sites, bilingual services and general services provided by Agency.

By: March 1, 2002

% Complete & Status:

100% complete. Information / comments concerning agency services are now funneled through the common email address and handled accordingly. Comments can be provide at info@dem.state.in.us.

B) MACS — Office-Wide Priorities**1) MACS will write responses to op-ed articles that appear in statewide newspapers and/or publications.**

Begins immediately.

% Complete & Status:

100% complete. This priority has been incorporated into media staff position descriptions.

2) MACS will write one op-ed piece each month, sending the article to selected newspapers in Indiana.**% Complete & Status:**

100% complete. This priority has been incorporated into media staff position descriptions.

3) MACS will develop a Web page to highlight IDEM's priorities once they are delivered.**% Complete & Status:**

100% complete. Can be found at: <http://www.in.gov/idem/enppa/>

4) MACS will redesign the electronic version of Indiana Environment.

By: TBA

% Complete & Status:

100% complete. The publication of Indiana Environment has been terminated due to budget constraints. Indiana Environment's companion piece, the Materials Exchange, has been converted from hard copy to electronic form. This has saved the agency about \$203, 000.

5) MACS will develop a response to the IDEM Communications Survey.

By: TBA

% Complete & Status:

100% complete. The survey has been reviewed; however, budget constraints prevent implementation of the survey suggestions at this time.

6) MACS will continue to develop, write, edit and publish up to four special inserts a year for Indiana Environment, beginning with the September-October 2001 issue.**% Complete & Status:**

100% complete. The publication of Indiana Environment has been terminated due to budget constraints.

7) MACS will begin to offer Inside IDEM in an HTML format.

By: July 1, 2001

% Complete & Status:

100% Complete. Inside IDEM was first offered to staff in HTML format in July 2001; however, staff comments indicated that the majority of readers preferred the method of delivery was as a Word document in an email attachment.

8) Redesign the MACS – Media Team Web site to make it more user-friendly to the News Media.

By: January 1, 2002

% Complete & Status:

100% Complete. The new MACS Web site design is complete. The new media list serve function has been completed. The site is available at www.IN.gov/idem/macs/index.html.

9) Develop and maintain fact sheets from Air, Land, Water and OPPTA for staff, reporters and citizens. Original goal: 50 fact sheets.

By: June 1, 2002

% Complete & Status:

100% complete. More than fifty (50) fact sheets have been published on the MACS' Web site.

10) Investigate and select the most appropriate method for managing and distributing IDEM media clippings.

By: January 1, 2002

% Complete & Status:

100% complete. A new electronic system has been developed for collecting information from across Indiana and distributing the results electronically on a daily basis. The Groupwise DMS system will be used for filing news clips.

11) Combine the IDEM Annual Report and the State of the Environment into a single publication, entitled "Indiana's Annual State of the Environment Report"

By: Spring, 2002

% Complete & Status:

100% complete. The first combined report titled, "IDEM's Annual State of the Environment Report" was published in 2001 with a cost savings of \$41,703. The 2002 report was published electronically September 27, 2002, with a cost savings of \$80,000 (compared to publishing costs in 2000).

12) Migrate the remainder of IDEM's offices to the new Web site look.

By: January 1, 2002

% Complete & Status:

100% Complete. All programs now have the new super theme in place for all top-level pages. Subpages are being converted as necessary.

By: June 1, 2002

% Complete & Status:

100% Complete. A database was developed for each program area to facilitate the clean up of HTML pages (11,400 HTML pages as of Feb 28, 2002) and coding standards provided. The program Web contacts are now responsible for implementing the clean up.

13) MACS staff takes over teaching of media training class.**% Complete & Status:**

100% complete. The media team is in the process of establishing media training for agency staff and a new media handbook has been developed that includes crisis management techniques.

10. NORTHERN REGIONAL OFFICE

Terry Coleman
 Director
 Northern Regional Office
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The Northern Regional Office brings many services of the Indiana Department of Environmental Management to the citizens and communities of Northern Indiana. Serving the counties of DeKalb, Elkhart, Fulton, Kosciusko, LaGrange, Marshall, Noble, St. Joseph, Starke and Steuben, the Northern Office helps to bring state environmental assistance from the state capital in Indianapolis to Northern Indiana residents, municipalities, counties, and planning districts.

Providing access to local permits, inspection reports, and general environmental information is but one of the areas of support that we bring to our region; local compliance and technical assistance to industries and groups starting to build, expand, or diversify their plants, and initiating and developing outreach services in environmental issues are among other services we provide.

In addition, staff of the Northern Regional Office answer questions from the public on a wide range of environmental subjects and represent the environmental community at important gatherings.

1) Complete Northern Regional Office portion of the Office of Air Quality's Air Compliance Section's compliance goals.

By: June 30, 2002

% Complete & Status:
 100% Complete.

a) Inspect 150 major air sources including T5, FESOP, and NESHP.

By: June 30, 2002

% Complete & Status:
 100% complete. For two years, this would add up to a minimum of 300 inspections. NRO inspectors have inspected 342 sources during the FY 2002-2003 EnPPA cycle.

b) Investigate 100% of air complaints concerning the Northern Region.

During: Fiscal year

% Complete & Status:
 100% complete - ongoing. 100% on-time. All air complaints (134 total) received during EnPPA 2002-2003 have been addressed.

2) Complete Northern Regional Office portion of the Office of Air Quality's Asbestos Section's compliance goals.

By: June 30, 2002

% Complete & Status:
 100% Complete.

a) Inspect at least 80% of the asbestos notifications sent to the NRO by the Asbestos Office in Indianapolis.

% Complete & Status:

100% Complete, with an final inspection rate of 82.2%. 143 inspections of 174 notifications have been completed.

- b) Administer third party lead examinations for all Lead Inspector, Risk Assessor, and Supervisor applicants in the Northern Region.

% Complete & Status:

100% complete. 54 lead examinations have been administered during during EnPPA 2002-'03.

- c) Investigate 100% of asbestos complaints no later than next working day.

% Complete & Status:

100% complete. Sixteen (16) asbestos-related complaints received and investigated during EnPPA 2002-2003.

3) Complete Northern Regional Office portion of the Office of Land Quality's Industrial Waste Compliance Section's compliance goals.

By: June 30, 2002

% Complete & Status:

100% Complete.

- a) Inspect four operating TSD facilities in the Northern Region.

By: June 30, 2002

% Complete & Status:

100% Complete. Eight TSD inspections have been scheduled in the NRO during EnPPA 2002-2003, but only six were scheduled for NRO inspectors. All six of these inspections have been completed.

- b) Inspect 33 Large Quantity Generators.

By: June 30, 2002

% Complete & Status:

100% complete. This goal has been reduced by OLQ (due to industry downsizing) to small quantity generator (SQG) and conditionally exempt SQG (CESQG) status, through P2 and recycling efforts. Currently, twenty (20) large quantity generator (LQG) inspections were scheduled and completed by NRO inspectors during EnPPA 2002-2003.

- c) Inspect 25 Small Quantity Generators.

By: June 30, 2002

% Complete & Status:

100% complete. Currently, 60 small quantity generator (SQG) inspections are scheduled for NRO inspectors during EnPPA 2002-2003. 60 have been completed.

- d) Investigate 100% of industrial waste complaints concerning the Northern Region.

During: Fiscal year

% Complete & Status:

100% complete. 32 industrial waste complaints have been received and addressed.

4) Complete Northern Regional Office portion of the Office of Land Quality's Agricultural and Solid Waste Compliance Section's compliance goals.

By: June 30, 2002

% Complete & Status:
100% Complete.

- a) Inspect 100% of Regional solid waste facilities including landfills, transfer stations, restricted waste sites, construction/demolition sites, and permitted incinerators.

Type	Quantity	Inspection Frequency
Landfills	5	Semi Annual
C/D Sites	1	Semi Annual
RWS	3	Semi Annual
Trans Station	5	Semi Annual

By: June 30, 2002

% Complete & Status:
100% complete. The NRO has 12 sites to be inspected twice a year, or a total of 52 inspections. 64 have been completed this far during EnPPA 2002-2003.

- b) Inspect 100% of about 64 (plus) Regional septage haulers and about 90 Regional Septage Trucks.

By: June 30, 2002

% Complete & Status:
100% complete (about 75 septage haulers and 138 septage trucks). The NRO has approximately 280 trucks to be inspected in two years. 283 have been inspected during EnPPA 2002-2003.

- c) Inspect 100% of about 43 regional permitted land application sites.

By: June 30, 2002

% Complete & Status:
100% complete. The NRO has 43 sites to be inspected each year, or a total of 86 inspections. 88 have been completed during EnPPA 2002-2003.

- d) Inspect 100% of the EPA list of Regional Confined Feeding Operations sites for compliance.

By: June 30, 2002

% Complete & Status:
100% complete. 109 of 108 inspections have been completed.

- e) Investigate 100% of solid/agricultural waste complaints concerning the Northern Region.

During: Fiscal year

% Complete & Status:
100% Complete. 100% of all (77) solid/agricultural waste complaints received in EnPPA 2002-2003 have been addressed.

5) Complete Northern Regional Office portion of the Office of Water Quality's Wastewater Section's compliance goals.

By: September 30, 2002

% Complete & Status:

Behind schedule but should complete by September 30, 2002.

- a) Inspect 100% of major NPDES facilities in the Northern region on the annual list of IDEM / EPA EnPPA commitments for CSOs, SSOs and Major CEIs.

By: September 30, 2002

% Complete & Status:

62.5% complete (20 of 32). This number reflects only twenty months of inspections.

- b) Conduct 250 site visits and reconnaissance inspections, including those listed in a) above, in the Northern Region.

By: September 30, 2002

% Complete & Status:

55.2% complete. Goal changed to 299 in FY 2002. Currently 165 of 299 inspections completed during EnPPA 2002-2003 - this number reflects only twenty months of inspections.

- c) Investigate 100% of wastewater complaints concerning the Northern Region.

During: Fiscal year

% Complete & Status:

100% complete on-time, ongoing. Sixty-eight (68) wastewater complaints have been received and addressed in EnPPA 2002-2003.

6) Complete Northern Regional Office portion of the Office of Water Quality's Drinking Water Section's compliance goals.

By: September 30, 2002

% Complete & Status:

100% Completed.

- a) Inspect 100% of the Community Public Water Systems listed by the SDWIS system in the Northern Region.

By: September 30, 2002

% Complete & Status:

100% complete, with 280 of 280 inspected.

- b) Conduct 300 site visits of community, transient and non-transient water supplies in the Northern Region.

By: September 30, 2002

% Complete & Status:

>100% complete. This goal changed by the Drinking Water Section, midway during FY 2002, to 148 community public water source (PWS) inspections every three years, and 251 non-transient PWS inspections every five years. Thus far, during EnPPA 2002-'03, NRO inspectors have conducted 413 such inspections.

- c) Locate, investigate, and register 30 new public water supply sources in the Northern Region, through personal effort and with the help of the NRO Multimedia team.

By: September 30, 2002

% Complete & Status:

>100% complete. 297 new public water supply sources (495%) were registered in the NRO thus far during EnPPA 2002-2003.

- d) Investigate 100% of drinking water complaints concerning the Northern Region.

During: Fiscal year

% Complete & Status:

100% complete. Fifty-seven (57) drinking water complaints received in the NRO during EnPPA 2002-2003 have been addressed.

7) Complete Northern Regional Office portion of the Office of Pollution Prevention and Technical Assistance's goals.

- a) Provide 150 Northern Region corporate clients with quality on-site technical assistance.

By: June 30, 2002

% Complete & Status:

100% complete. 801 on-site technical assistance visits have been performed during EnPPA 2002-2003.

- b) Promote the Governor's Awards for Excellence in Recycling, and for Pollution Prevention.

% Complete & Status:

100% complete. 14 individual assistance measures were provided in promotion of the Governor's Awards during EnPPA 2002-2003.

- c) Provide assistance to local communities with recycling and other OPPTA grants.

% Complete & Status:

100% complete. Sixty-three (63) individual assistance measures were provided in promotion of recycling and other OPPTA grants far during EnPPA 2002-2003.

8) Assist IDEM's Office of Land Quality's Remediation Services Branch in any of their activities and goals in the Northern Region.

During: Fiscal years 2002 and 2003

% Complete & Status:

100% complete. The NRO has hosted meetings for interested parties in the region, participated in public meetings concerning various remediation projects, and served as a repository of information and correspondence relating to various remediation regional projects.

9) Assist IDEM's Policy, Planning and Assessment Office Branch in any of their activities and goals in the Northern Region.

During: Fiscal years 2002 and 2003

% Complete & Status:

100% complete. Weekly participation in meetings and information requests for the Compliance & Enforcement Team, the Auto Salvage Work Group, and the Inspector Protocol Work Group. Monthly efforts on the Multimedia Inspection Screenings.

10) Develop and lead public participation events at local schools and parks during Earth Week and other events during the year.

% Complete & Status:

100% complete. Continued public participation activities throughout the fiscal year.

ARCHIVED JULY 31, 2003

11. NORTHWEST REGIONAL OFFICE

Director
Northwest Regional Office
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email:

Some of the state's most serious environmental challenges lie in Lake, LaPorte and Porter counties in Northwest Indiana. A century of spills, emissions and discharges to the environment required government to respond with comprehensive, regionally coordinated programs. In 1991, IDEM opened a regional office in Gary to act as a liaison with local officials, concerned citizens, and industry. Today, the Northwest Regional Office has expended its service to assist Starke, Pulaski, Newton and Jasper counties in some areas of environmental compliance. Northwest Regional Office staff communicate agency programs and rules to the public; address issues through a multi-media lens; and participate in various regional environmental planning efforts.

A) NWRO — Agency-Wide Priorities

1) **Water Quality - Promote Watershed Approach**

Complete Total Maximum Daily Loads (TMDLs) scheduled for 2002 and 2003 and submit to EPA

% Complete & Status:

50% complete. Data gathering underway. Not sure since OWQ now has the TMDL section.

2) **Reduce Toxics - Target Northwest Indiana**

- a) With public input, determine projects for spending BP Amoco CD \$. Develop implementation schedules and implement according to schedule.

% Complete & Status:

100% complete.

- b) Work with USEPA to complete the Cumulative Risk Initiative (CRI). Using CRI data about air quality in Lake County, explore the possibility of targeted voluntary emission reductions from local industries.

% Complete & Status:

10% complete. EPA still reviewing draft report from Argonne Laboratories.

- c) Help the Lake County Lead Abatement Task Force continue to provide outreach and help propose abatement projects.

% Complete & Status:

100% complete.

- d) Northwest Indiana Diesel Initiative
Produce report of activities to date, including results of recent survey and recommend next steps.

% Complete & Status:

90% complete. Submitted grant package for Idle-Aire project - working with EPA.

3) **Building a Better IDEM**

- a) Regional offices

- (1) Make Recommendations and gain approval from Commissioner on added services for the Regional Offices.

By: September 30, 2001

% Complete & Status:

On hold - reevaluating priority.

- (2) Implement added services.

By: December 31, 2001

% Complete & Status:

On hold.

- (3) Evaluate added services.

By: June 30, 2002

% Complete & Status:

On hold.

- (4) Conduct review and make recommendations for improved Regional Office and Air, Water and Land office "operating procedures."

By: March 31, 2002

% Complete & Status:

On hold.

b) Compliance Continuum

Ensuring that all regulated entities comply with all applicable environmental laws and regulations, permits, and orders is at the heart of the IDEM's mission. The compliance continuum begins with the outreach and compliance assistance function, proceeds to the inspection and compliance monitoring functions and ends with the use of enforcement for those regulated entities who fail to comply with the law.

% Complete & Status:

100% complete -ongoing. The compliance/enforcement team continues to work on this initiative.

c) Dis-investments

- (1) Each office will create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:

50% complete. Equipment disinvestments made. On hold due to budget constraints.

- (2) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or underfunded activities.

By: November 1, 2001

% Complete & Status:

0% complete. On hold due to budget constraints.

- (3) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:

0% complete. On hold due to budget constraints.

- (4) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:

0% complete. On hold due to budget constraints.

B) NWRO — Office-Wide Priorities

1) Assist With Regional Planning

Northwest Regional Staff provide technical assistance to the Northwest Indiana Advisory Board; the Northwestern Indiana Regional Planning Commission's Environmental Management Policy Committee; the Citizens' Advisory for the Remediation of the Environment; the Northwest Indiana Forum Environment Committee; the Lake Michigan Marina Development Commission; the Shoreline Development Commission; the South Shore Clean Cities committee; the Bethlehem Steel Citizens' Advisory Committee; the BP Citizens' Advisory Committee; the Valparaiso Chain of Lakes group; and the Quality of Life Council.

% Complete & Status:

100% complete. Ongoing participation in all meetings.

2) Improve Northwest Indiana Air Quality

a) Compliance Review and Inspections

Inspect 95% of all major sources, including Title V and FESOP sources. Respond timely to complaints. Enforce the asbestos NESHAP and the lead-based paint regulations. Proctor lead training course testing and examinations. Help enforce compliance with Clean Fuel Fleet program.

% Complete & Status:

100% complete. Continue inspecting all FY03 major sources.

b) Encourage Voluntary Reductions

Implement Partners for Clean Air program, a partnership effort to reduce ozone emissions in Lake, Porter and LaPorte Counties. Coordinate program with Northwestern Indiana Regional Planning Commission and South Shore Clean Cities. Represent IDEM in the Chicagoland Clean Air Dialogue; report information back to Indiana partners. Help EPA negotiate voluntary reductions through the Cumulative Risk Initiative.

% Complete & Status:

95% complete. Still waiting to hear from EPA on the CRI.

c) Obtain Information Through Ambient Air Monitoring Network

Operate ambient air monitoring network in accordance with state and federal guidelines to provide timely and accurate air quality data.

% Complete & Status:

100% complete.

3) Protecting Northwest Indiana Land

a) Spill Response

Provide 24-hour response capability to ensure responsible parties report and clean up spills; ensure 100% field response at Priority 1 releases. Help brownfields and site remediation project managers with sites in Lake, Porter and LaPorte.

% Complete & Status:

100% complete - ongoing. Responded to all spill incidents to-date.

b) **Underground Storage Tank Inspections**

Conduct underground storage tank inspections at regulated facilities and work to ensure all new and unregistered tanks are properly registered. Investigate complaints.

% Complete & Status:

100% complete - ongoing.

c) **Leaking Underground Storage Tank**

Review progress of remediation at high priority sites. Investigate complaints.

% Complete & Status:

100% complete - ongoing.

d) **Industrial and Hazardous Waste Inspections**

Conduct industrial and hazardous waste inspections at facilities that manage industrial and/or hazardous waste, including inspections of industrial waste landfills; hazardous waste treatment, storage, and disposal facilities (including combustion/fuel blending facilities); and large and small quantity hazardous waste generators. Conduct PCB inspections.

% Complete & Status:

100% complete. Ongoing commitment inspections for FY03.

e) **Solid Waste Inspections**

Conduct inspections of solid waste landfills, septage land application sites, and septage haulers. Participate in a Land Application Sludge/Compliance Program. Inspect confined feeding operations.

% Complete & Status:

100% complete. Ongoing commitment inspections for FY03.

4) Protecting Northwest Indiana Waters

a) **Compliance Review and Inspections**

Investigate complaints. Ensure compliance of facilities under an Agreed Order or Consent Decree. Complete all commitment inspections. Routinely inspect wastewater treatment plants that have combined sewer overflows. Track facilities' progress in complying with CSO long-term control plans. Conduct stormwater inspections. Review draft NPDES permits; use compliance inspection information to assist permit writer in developing permit requirements.

% Complete & Status:

90% complete - ongoing commitment inspections.

b) **Great Lakes Basin Planning**

Continue participating in Lake Michigan Lakewide Management Plan. Continue managing the Interagency Task Force for E. coli. Help develop Total Maximum Daily Load (TMDL) models for tributaries in Lake Michigan basin; complete Grand Calumet River TMDL. Provide guidance for watershed and sub-watershed planning efforts, including Little Calumet River, Kankakee River, Salt Creek, and Beauty Creek. Manage Grand Calumet River, Indiana Harbor Ship Canal and Nearshore Lake Michigan Remedial Action Plan (RAP). Update Stage 2.5 RAP; establish goals, objectives and environmental indicators; and propose a RAP monitoring network. Delist one beneficial use impairment. Participate in Great Lakes planning via Great Lakes Water Quality Board.

% Complete & Status:

85% complete - ongoing. Managing E. coli Task Force; 90% complete - Grand Calumet River TMDL; 60% complete - participate in sub-watershed planning; 75% complete - indicators for Grand Calumet Remedial Action Plan; 75% complete - Stage 2.5 RAP; 35% complete - delist one beneficial use impairment; ongoing - participate in Great Lakes Water Quality Board.

5) Promote Pollution Prevention In Northwest Indiana**a) Compliance Assistance**

Provide compliance assistance to all confidential assistance phone calls. Provide compliance assistance for all on-site visits. Help conduct regional workshops for child care facilities, vehicle maintenance shops and dry cleaning facilities.

% Complete & Status:

100% complete - ongoing.

b) Education and Outreach

Continue to develop and distribute educational materials through public outreach and training sessions; focus on environmental requirements, compliance methods, voluntary environmental audits, and pollution prevention technologies. Participate in mercury steel workgroup. Coordinate mercury education with schools and solid waste management districts. Coordinate mercury thermometer exchange programs. Conduct Integrated Pest Management workshops. Provide assistance and conducts sites visits with 1 -5 star child care facility applicants. Participate in diesel emissions work group. Participate in regional asthma work group. Participate in Lake County Lead Task Force; lead Interim Measures subcommittee. Help the Lake County Lead Task Force provide education and outreach to the community. Present training opportunities to health departments and contractors regarding interim controls and case management.

% Complete & Status:

100% complete - ongoing.

12. OFFICE OF PLANNING AND ASSESSMENT

Paula Smith
 Director
 Office of Planning and Assessment
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The IDEM Office of Planning and Assessment directs IDEM's planning and assessment activities to support the agency mission and agency-wide priorities. The Office directs the development of short and long-term plans for the agency and guides agency-wide priorities that require coordination amongst IDEM's media and support offices.

The OPA also coordinates with state agencies and the U.S. Environmental Protection Agency on environmental strategies and planning.

A) OPA — Agency-Wide Priorities

1) OPA as Agency Leader in Data Integration

a) Infrastructure

(1) Build Project Management Skills of Staff

% Complete & Status:

10% complete. Delayed due to fiscal imitations.

(2) Acquire and deploy a centralized project management application to allow multiple users access and tracking of the multiple projects in OPA.

By: December 31, 2001

(3) % Complete & Status:

Schedule project management training for OPA Staff.

By: June 30, 2002

% Complete & Status:

10% complete. Delayed due to fiscal imitations.

b) Communicating Environmental Information & Connecting with Communities

% Complete & Status:

100% complete - ongoing. Provided a mapping project on the Internet to communicate environmental information to the public, government agencies, and academia. This is accomplished by the "Search Your Community" Zipcode project, which is on IDEM's webpage. The Internet Zipcode project provides public access to an interactive map for viewing environmental information and health risks for any ZIP code. OPA staff continues to do presentations to the public, government agencies, and academia.

2) Agency Enterprise Data System

- a) Develop a plan and assess our agency efforts to bring all agency databases into one multi-media system. This will include a complete assessment of IDEM's existing applications and databases (i.e. all major permit/compliance databases). The plan will consider cost, time requirements, and migration impacts on current users.

By: January 31, 2002

% Complete & Status:

100% complete. As part of the National Environmental Information Exchange system, IDEM was awarded a Readiness Grant. Plans have been completed to migrate each of IDEM's databases (in phases) into a multi-media system, the Indiana Facility Registry System (I-FRS), which is based upon the assessment. The project's timeline will be extended into the next EnPPA cycle.

b) Develop Place Components of Core Data Model

Review the agency's inventory of place information, document data maintenance, procedures/rules, develop maintenance application components and migrate existing locational data into the core model.

By: January 31, 2002

% Complete & Status:

10% complete. Due to fiscal constraints, this project was slowed. IDEM received a NEIEN Readiness grant from EPA, and the project's timeline will be moved into the next EnPPA cycle.

c) Populate the People/ Organization Components of the CORE Data Model

As a part of our agency system, pilot a project to maintain and associate interested parties with OAQ permit decision to ensure that interested parties are properly notified as a permit of interest to them goes through its public process.

By: March 30, 2002

% Complete & Status:

30% complete. Due to fiscal constraints, this project was slowed. IDEM's NEIEN Readiness grant is targeted to bring FRS functionality to the State, as work progresses under this grant award. Timeline will need to be extended.

d) Develop a web-based application to allow citizens to register and create personal profiles to manage their information requests (print publications, notices, etc.) from IDEM.

By: May 30, 2002

% Complete & Status:

10% complete. Investigating zero dollar cost tools that may help us develop this system. Appears to be on temporary hold until fiscal situation changes.

e) Migrate Federal Registry System (FRS) [formerly the Facility Linking Application (FLA)] Data set to IDEM Core Data Model.

By: May 30, 2002

% Complete & Status:

10% complete. Due to fiscal constraints, this project was slowed. As part of the National Environmental Information Exchange system, Indiana received a Readiness Grant to complete this project. The project's timeline will be extended into the next EnPPA cycle.

f) Develop process to maintain/populate EPA's systems with IDEM data utilizing our new data system.

By: December 31, 2002

% Complete & Status:

100% complete. As part of the National Environmental Information Exchange system, IDEM was awarded a Readiness Grant to facilitate data exchange. A spending plan and workplan have been completed for an Indiana Facility Registry System to exchange data with EPA.

g) CORE Team Activities

- (1) Provide support and ensure that new data integration projects are consistent with Enterprise Data Management Policy on a continued basis.

% Complete & Status:

100% complete. The Core Team is operating more cohesively, and is increasing cross-program communications. A recently established workgroup will re-visit development processes along with roles and expectations. A lack of funds has greatly reduced the Agency's development environment.

- (2) Drive the development of database integration work plans for existing databases as called for in the Enterprise Data Management Policy.

% Complete & Status:

100% complete. As part of the National Environmental Information Exchange system, IDEM was awarded a Readiness Grant. The spending plan and workplan have been completed. The implementation of the database integration will be included in the next EnPPA cycle.

3) Sharing Enterprise Information Externally

Develop strategy and implementation plan to provide map-based access to IDEM systems.

a) SAVI

Review and identify technology opportunities and requirements/standards for using and sharing data with SAVI member (Indiana Public Service Organization).

By: December 31, 2001

% Complete & Status:

100% complete. IDEM has worked with the National Environmental Information Exchange Network (NEIEN) project to develop a strategy to accomplish environmental data integration and data exchange within IDEM and between EPA, states and other environmental partners. The spending plan and workplan are complete: the activity will progress. The product of this will provide map-based access to IDEM data.

b) Environmental Justice

- (1) Work with EJ staff to identify potential system functionality to enhance public access to information.

By: June 30, 2002

% Complete & Status:

This item must be proceeded by the completion of the above task.

- (2) Pilot Notification System

Develop system to allow EJ community to establish interest profiles, receive automatic notification about activities of interest, and allowing electronic comment submissions.

% Complete & Status:

This item must be proceeded by the completion of the above task.

c) Technical Workgroups/National Forums

- Participate in DPOC standardization exercises/taskforces
- Electronic Reporting Submissions
- Signatures- Digital/Electronic
- Electronic Document Management/FOAI Requests
- ECOS/EPA Based Standardization Exercises

- Central Data Exchange Partnership
- Data Transfer Partnership with EPA FLA/FRS groups and States
- Locational Data Improvement Project (LDIP) coordinate collection

% Complete & Status:
100% complete - ongoing.

4) **Improve Information Sharing**

a) **Electronic Submittal**

Continue to investigate and evaluate the feasibility of online permit application submittal and the use of electronic signatures. Additionally, investigate in alternative form text capture technologies that can be applied to hand-written forms (i.e. Optical Character Recognition), and examine the feasibility of database capture of form data from within the agency.

% Complete & Status:
10% complete as written. Working with Indiana Technology Oversight Commission to evaluate the use of Capture product. Awaiting final decision.

b) **Online Permitting**

Continue working with the program areas to convert agency forms to fillable PDF format. Act as a liaison between State Forms Management and the program areas for the production of new permit application forms, and for the maintenance of revised, Forms Management approved permit application forms. As requested by contacts within the program areas, maintain and make changes to forms already Forms Management approved and converted over to the new format.

% Complete & Status:
100% All moderate- to-high volume permit application forms are now online in PDF format. Fifty-two (52) of these now reside on the ICPR state forms website, up from 14 in mid-2001, when IDEM entered into this EnPPA agreement.

(1) **Revise the following OAQ lead and asbestos permit and license application forms:**

- Application for Individual Asbestos License
- Notification of Asbestos Demolition and Renovation Operations
- Application for Individual Lead License
- Notification of Lead Abatement Activity
- Application for Asbestos Contractor License
- Application for Lead Contractor License
- Application for Lead-Based Paint Training Course Provider Approval
- Application for Duplicate Lead License
- Application for Duplicate Asbestos License
- Application for Asbestos Training Course Provider Approval

By: February 1, 2002

% Complete & Status:
Asbestos forms: 100% complete. This task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

- (2) Finish the OAQ Title V permit application package (approx 300 pages).

By: June 1, 2002

% Complete & Status:

30% complete. This task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

- (3) Revise solid waste permit application forms and form packages, as follows:

- Solid Waste Minor Modification Application Packet-Land Disposal Facilities
- Solid Waste Minor Modification Application Packet-Processing Facilities
- Solid Waste Closure Plan/Post-Closure Plan Forms & Instructions
- Solid Waste Facility Permit Fee Transmittal Form #47215
- Solid Waste Facility Permit Transfer Application
- Municipal Solid Waste Transfer Activities Disclosure Statement SWF-16

By: August 1, 2002

% Complete & Status:

0% complete. This task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

- (4) Revise the following miscellaneous OLQ permit application forms:

- Wastewater Disposal Permits (3 types)
- Land Application - Site Permit
- Land Application - Marketing & Distribution Permit
- Off-Site Storage for Biosolids and Industrial Wastes
- Agricultural Lime Substitution
- Solid Waste Minor Mod for Land Disposal
- Solid Waste Minor Mod for Processing Facilities
- Waste Tire Transporters
- Confined Feeding
- Waste Tire Processors
- Waste Tire Storage

By: January 1, 2003

% Complete & Status:

0% Complete - this task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

- (5) Revise the following miscellaneous OWQ permit application forms:

- Storm Water Construction Rule 5 NOI
- Industrial Stormwater Rule 6 NOI
- Notice of Intent Rules 7-12
- Industrial Wastewater Construction Applications

- Municipal Wastewater Construction
- Sewer Construction Application
- New Well Site Application
- 401 Water Quality Cert
- Industrial Wastewater Construction Application
- Municipal Wastewater Construction Application
- Sewer Construction Application

By: July 1, 2003

% Complete & Status:

100% complete. SW Rule 6 NOI, Rule 13 forms (12 total) - this task will not be carried over to the next EnPPA cycle due to limited return on investment and staff resources.

c) Address Environmental Threats in Schools and Child Care Facilities

(1) Integrated Pest Management (IPM)

(a) Finish pilot program with child care facilities and schools with assistance from OPPTA.

By: December 31, 2001

% Complete & Status:

100% complete. The three pilot schools and four pilot childcare facilities programs are now completed. The final report was delivered on June 27, 2002.

(b) Publish the final report of the pilot facilities.

By: June 30, 2002

% Complete & Status:

100% complete. Final report was completed.

(c) Implement the models at schools and childcare facilities with assistance from OPPTA.

By: June 30, 2003

% Complete & Status:

100% complete. The contractor has turned in the executive summary, which needs to be reviewed internally by IDEM.

(d) Develop an outreach plan to reach additional child care facilities on implementing IPM.

By: June 30, 2002

% Complete & Status:

100% complete. The executive summary is complete. The press event to announce the completion was November 14, 2002.

(e) Implement the plan with assistance from OPPTA.

By: June 30, 2003

% Complete & Status:

100% complete.

- (f) Evaluate the possibility of working with Indiana's experts in Turf Management and the Indiana State Chemist's Office to arrange training in schools and child care facilities on IPM Workshops on the outside of the buildings.

By: December 31, 2001

% Complete & Status:

100% complete. IDEM, Purdue and the State Chemist Office hosted two workshops on Turf Management / Landscape that covered outdoor IPM. Additional workshops will depend on funding issues.

- (g) Complete 3 Turf Management and implementing IPM in the outside workshops throughout Indiana.

By: December 31, 2002

% Complete & Status:

100% complete. See above task.

- (h) Develop a draft IPM curriculum for children pre K-2.

By: June 30, 2002

% Complete & Status:

100% complete. Field testing successful - a working draft is in the review process.

- (i) Develop a draft IPM curriculum for children grades 3-5.

By: June 30, 2003

% Complete & Status:

100% complete. Field testing successful - a working draft is in the review process.

- (j) Finalize and implement a plan to distribute the curriculum to child care facilities with assistance from OPPTA.

By: June 1, 2003

% Complete & Status:

50% complete. Marketing workgroup established - awaiting review completion.

- (2) Child Care - to be jointly decided with OPPTA

- (a) Market the child care training video and the manual along with other 5 -Star tools with assistance from OPPTA.

By: June 30, 2002

% Complete & Status:

100% complete. This is ongoing project.

- (b) Work on an environmental education curriculum for child care facilities with assistance from OPPTA.

By: June 30, 2002

% Complete & Status:

55% complete - on hold due to staffing vacancy.

- (c) Partner with Cinergy and Lilly on working with environmental justice areas in assisting the facilities to be apart of the 5-Star program with assistance from OPPTA.

By: June 30, 2003

% Complete & Status:

100% complete. Twenty-five (25) Facilities have received either assistance or free equipment as a result of this project. One of these facilities has also received 5-Star recognition.

(3) Asthma

- (a) Develop an educational piece with the focus group for parents on the environmental triggers for asthma.

By: December 31, 2001

% Complete & Status:

100% complete. The asthma bookmarks are available and can also be found on the web.

- (b) Investigate the possibility of a continuing outreach piece addressing some of the environmental triggers of asthma in more detail to be distributed to parents, health care professionals, and schools.

By: June 30, 2002

% Complete & Status:

100% complete. IDEM and ISDH jointly applied for a CDC and EPA asthma grant. We have received verbal confirmation that we did receive both of the grants. We are awaiting written confirmation after some paperwork issues have been worked out.

- (c) Develop two detailed educational pieces for the environmental triggers of asthma.

By: June 30, 2003

% Complete & Status:

100 % complete. The outreach material will be funded by the EPA Region 5 grant. The outreach piece will be developed by the Environmental Quality Workgroup of the Indiana Joint Asthma Coalition. The finished product must be completed by September 30, 2004. The Workgroup is currently researching material for the final product.

- (d) Finish the study of asthma and ozone that the Hoosier Environmental Council is conducting.

By: December 31, 2001

% Complete & Status:

100% complete.

- (e) Analyze the study and develop a plan to distribute the information.

By: December 31, 2002

% Complete & Status:

100% complete. IDEM and HEC have scheduled a meeting to discuss a distribution plan to put the report on the web so it is available for other states or researchers.

(4) Tools for Schools

- (a) Continue to partner with the U.S. Environmental Protection Agency to market asthma education and actively promote the Tools for Schools curriculum in 20 schools or school districts.

By: December 31, 2002

% Complete & Status:

100% complete. EPA gave IDEM a no-cost extension on the grant in order to have more time to promote Tools for Schools throughout the state. We still have funds left in the grant and are trying to promote the program in other schools. Promotion of this project is ongoing with the asthma initiative. Nearly 100 people attended IAQ workshops this past summer, where attendees received a Tools for Schools training kit. A total of 10 schools have applied for the incentive and pledged to the program. A press release to promote the project is scheduled to go out within the next month.

- (b) Investigate the possibility of applying the key principles of Tools for Schools in child care facilities.

By: June 30, 2002

% Complete & Status:

100% complete. The Tools for Schools checklist is available for child care facilities to use. However, it is rather complex for the smaller ventilation systems that commonly found in child care settings. The simple list that is found in the self-assessment (which is currently being used) is more appropriate for child care facilities.

- (c) Come up with a plan to train child care facilities on indoor air quality issues.

By: December 31, 2002

% Complete & Status:

100% complete - ongoing.

- (d) Draft a Tools for Schools curriculum for pre K-2.

By: June 30, 2002

% Complete & Status:

100% complete. Field testing successful - a working draft is in the review process.

- (e) Develop a Tools for Schools curriculum for children grades 3-5.

By: June 30, 2003

% Complete & Status:

100% complete. Field testing successful - a working draft is in the review process.

(5) **Lead**

- (a) Complete summary and assessment of data collected from the 2000 Safer Families Project and focus outreach efforts on areas of the top ten items to protect your family against lead. Present results of the data to various groups.

By: June 30, 2002

% Complete & Status:

100% complete. The 2000 Lead Safe Families for 2000 final report is now complete and available on the web. The final draft was presented at the Indiana Lead-Safe Conference November 9, 2001. Letters announcing the completion were sent to all lead risk assessors and Lead-Safe Conference attendees.

- (b) Complete free lead risk assessment training for health departments throughout the state.

By: September 1, 2001

% Complete & Status:

100% complete. OAQ has extended the time that the training is to continue because funds were still available. The contract has been extended through May 2002 in order to complete the training. To- date, 8 training classes have been offered.

- (c) Partner with FSSA on the Windows of Opportunity project and assist where needed.

By: December 31, 2002

% Complete & Status:

Project was not funded for FSSA (Family and Social Services Administration); therefore, this priority will not be completed. EPA, IDEM and FSSA have put this project on hold until there are resources to conduct this project.

- (6) Enviro-Ed-Mobile

- (a) investigate on implementing an agency-wide road show to kids on how they impact the environment as well as how IDEM impacts the environment.

By: June 30, 2002

% Complete & Status:

100% complete.

- (b) Develop a plan to implement the environmental health and education road show.

By: December 31, 2002

% Complete & Status:

100% complete. Lesson plans are now available on the Internet, and teachers can schedule classroom presentations at any time during the school year.

- (c) Explore the use of already existing vehicles.

By: September 30, 2001

% Complete & Status:

100% complete. Use of existing vehicles explored. Most likely candidate had significant water damage. A requisition for purchasing a vehicle was prepared, but eventually stopped due to budget constraints. IDEM applied for and was denied a 2002 USEPA Environmental Education Grant to cover the cost.

- d) Address Potential Environmental and Health Threats in Homes and Communities

- (1) Healthy Homes

- (a) Finalize, print and distribute, based on marketing plan, in conjunction with other state agencies home self-assessment for potentially harmful items found in the home.

By: December 31, 2001

% Complete & Status:

100% complete. Booklets and Indiana-specific inserts are currently being distributed.

- (b) Continue to coordinate textual and graphical development of IDEM's web-based "Enviroville."

- Grades 6-8

By: June 30, 2001

% Complete & Status:

100% complete. Grade 6-8 portion is online at <http://www.in.gov/idem/enviroville/>

■ Grades 3-5

By: December 31, 2001

% Complete & Status:

30% complete. Storyboards have been drafted and graphics are being developed.

■ Grades K-2

By: June 30, 2002

% Complete & Status:

30% complete. Storyboards from 3-5 will be simplified to the K-2 level and the graphics will be the same.

(2) Mercury

Mercury is a priority chemical based on concern over human exposure, available data, multi-media issues and a focus to reduce the release of mercury into the environment – especially where kids are present.

Building on the existing mercury programs within IDEM, the IDEM mercury workgroup (consisting of members from each IDEM program area) will work to implement recommendations for next steps to reduce mercury emissions developed in June 2000. These recommendations will continue to be implemented through June 30, 2003. An overall multi-media mercury reduction plan identifying the various mercury “loads” will be developed by June 30, 2003.

(a) Coordinate mercury workgroup as well as agency-wide priority.

Through: June 30, 2003

% Complete & Status:

100% complete - ongoing. Mercury workgroup continues to meet. OPA has coordinated the solicitation of input from all IDEM program areas on a variety of national or regional mercury strategies.

(b) Review, assess and develop a plan to implement IDEM's responsibilities in HEA 1901 (P.L. 225-2001)

By: June 30, 2002

% Complete & Status:

100% complete. Fact sheets were developed. Several rounds of letters were sent out and lots of phone assistance has been completed. Over 370 schools signed up for the IDEM Mercury Pledge Program - many in response to our outreach for HEA 1901.

(c) Utilizing assessment tools such as data gathering and analysis, provide valuable/key information to IDEM's mercury water quality planning efforts as part of a regional and local strategy. Data would include the USGS/IDEM mercury monitoring project, trace metals sampling in surface water, fish tissue sampling data and other efforts identified below in (d).

By: December 31, 2002/June 30, 2003

% Complete & Status:

100% complete. USGS/IDEM Monitoring Program for Mercury in Precipitation in Indiana data continues. Currently, 1 1/2 years of data has been collected and is being statistically analyzed by USGS and IDEM's Office of Air Quality personnel. All data has been provided to the Mercury Workgroup members, and a subset has been provided to interested community members. Data summaries for fall 2000-Fall 2002 are also available to the public via the IDEM and USGS websites. A new agreement was finalized in the past quarter allowing the USGS/IDEM partnership to continue. A 5th monitoring site was established in Marion County.

- (d) Research available information and identify key mercury contributors in Indiana and assemble best available mercury inventory. Each office will assume lead for air, water and land releases respectively.

By: December 31, 2002

% Complete & Status:

75% complete. A draft document is now available. Mercury inventory data collection continues. Due to resignation of staff, this priority is behind schedule.

- (e) Working with other states and EPA, identify strategies to address areas of mercury exposure and future education efforts.

By: June 30, 2002 — Develop interim goal

By: June 30, 2003 — Develop final strategy

% Complete & Status:

100% complete - ongoing. OPA representatives continue to actively participate on a Mercury Retirement Conference Steering Committee coordinated by NEWMOA. OPA is considering applying for a PBT grant from EPA to enhance the mercury component of the vehicle salvage yard initiative. Intent is to develop goals based on successful national and other state strategies and the mercury inventory mentioned in above. IDEM is participating in ECOS mercury workgroups and engaging many other states along with the Binational Toxics Strategy Team. Through these national groups, Indiana is setting goals.

- (f) Continue to limit direct exposure to mercury through education, compliance assistance activities and responding to emergencies. These include working with schools, hospitals, dental offices, heating, ventilation and air conditioning contractors/wholesalers, pharmacies and others.

Ongoing: Through June 30, 2003

% Complete & Status:

100% complete. OPA and OPPTA continue to work with schools, hospitals, HVAC wholesalers/contractors, and dental offices. Over 370 schools have pledged to become mercury-free and to recycle their mercury-containing items through the M.A.P. An elemental mercury collection was held in April 2003, which resulted in collecting more than 241 pounds of mercury from Indiana dentists.

- (g) HVAC – Thermostat recycling program

Continue to manage the HVAC recycling program.

Ongoing

% Complete & Status:

100% complete - ongoing.

5) Environmental Justice

- a) Complete final draft of the full-length version of "IDEM Citizen's Guide to Public Notice Processes."

By: September 1, 2001

% Complete & Status:

100% complete. The 130-page "IDEM's Guide for Citizen Participation" has been completed, 500 copies were printed, and copies have been mailed to 142 libraries throughout Indiana.

- b) Complete final draft a shortened version of the "IDEM Citizen's Guide to Public Notice Processes."

By: September 1, 2001

% Complete & Status:

100% complete. IDEM has published 4,000 copies of the 12-page shortened version of the guide entitled, 'Getting Involved in Environmental Decision Making.'

- c) Provide to the Environmental Justice Working Group a list of recommendations for possible improvements to IDEM's public notice processes.

By: September 1, 2001

% Complete & Status:

100% complete. A list of recommendations for possible improvements to IDEM's public notice processes was sent to IDEM internal EJ working group.

- d) Complete the integration of the Citizens' Guide to IDEM Public Notice Processes into the IDEM web site and Permit Guide.

By: December 31, 2001

% Complete & Status:

100% complete. See: www.in.gov/idem/guides/publicparticipation/

- e) Either tie into an EPA Glossary of environmental terms, or develop one to be placed on the Internet. This could, in fact, be part of the Permit Guide rather than the Citizens' PN Guide.

By: December 31, 2001

% Complete & Status:

100% complete. The Citizen's Guide will not need a glossary. In order to make this guide user-friendly to Indiana citizens, acronyms are only used in the same paragraphs in which the original term was used.

6) **Auto Salvage**

Four year commitment, however a substantial amount of time will be spent during the initial start-up phase (first 12 months of initiative). Grant runs from August 1, 2000 - August 1, 2004.

Deliverables include a compliance assistance manual, compliance assistance workshops, inspections, enforcement actions and a final report.

- a) Coordinate and help implement auto salvage agency-wide focus.

By: June 30, 2001

% Complete & Status:

100% complete. It was anticipated that OPA would hand-off implementation of this project to the program areas by June 30, 2002. However, due to budget constraints, OPA will continue to be responsible for the implementation of this project.

- b) Coordinate workgroup to implement program.

By: June 30, 2001

% Complete & Status:
100% complete.

- c) Successfully pass routine coordination of the auto salvage project to designated person.

By: December 31, 2001

% Complete & Status:
One of the OLO staff members moved to another branch of IDEM and will no longer participate in the inspections. Due to budget issues, OPA will continue to coordinate.

- d) Continue to serve as agency contact for auto salvage grant and turn in quarterly reports.

Until: August 1, 2004

% Complete & Status:
100% complete - ongoing.

7) Innovations

- a) Identify two innovation concepts under the ECOS/EPA Innovations Agreement.

By: August 1, 2001

% Complete & Status:
100% complete. Received initial approval from EPA to move forward with OAQ's new NOx rule. EPA also has indicated they will accept our second proposal; Improving Stakeholder and Public Access to Permit-Related Information at IDEM (Featuring our online Permit Guide and Citizens' Guide for public participation. We are awaiting EPA's acceptance letter.

- b) Submit one innovation concept to EPA (likely to be CSO Watershed Management approach).

By: September 1, 2001

% Complete & Status:
100% complete - See above task re: NOx Rule

- c) Submit second innovation concept to EPA.

By: October 1, 2001

% Complete & Status:
100% complete - See above re: Permit Guide and Citizens' Guide I

- d) Seek EPA approval and implement if approved.

% Complete & Status:
100% complete. Received initial approval from EPA to move forward with OAQ's new NOx rule and awaiting approval on the Permit Guide and Citizens' Guides.

8) Planning and Assessment Activities

- a) Finalize 2001-2003 EnPPA with USEPA

By: July 1, 2001

% Complete & Status:
100% complete.

- b) Coordinate and provide EPA with IDEM self-assessment.

By: June 30, 2002

% Complete & Status:
100% complete - ongoing.

- c) Update 2001-2003 EnPPA and priorities.

By: June 30, 2002

% Complete & Status:
100% complete.

- d) Begin priority-planning process for 2003-2005 EnPPA.

By: January 1, 2003

% Complete & Status:
95% complete. Draft document, including EPA's comments on IDEM's initial draft, has been submitted to EPA.

- e) Finalize 2003-2005 EnPPA.

By: June 30, 2003

% Complete & Status:
95% complete. See above task.

- f) Coordinate, with Accounting, the yearly submittals and awards for the Performance Partnership Grant.

By: December of each year

% Complete & Status:
100% complete. PPG sent to EPA.

- g) Work to develop/refine a new strategic plan for IDEM.

By: June 30, 2003

% Complete & Status:
5% complete. IDEM's old strategic plan is under review, and portions may be used in the new plan. IDEM is awaiting EPA's final review.

- h) Evaluate the need for a coordinated effort for cross-office work on Reduce Toxics.

By: June 30, 2002

% Complete & Status:
100% complete. Staff person joined OPA to conduct this work, but has since left the agency, and the position has not been re-hired due to the budget situation.

- i) Toxics reduction efforts coordination

Develop internal agency structure to coordinate toxics reduction efforts across the agency, including forming a "risk advisory committee" and designating a lead staff person.

By: Sept. 1, 2001

% Complete & Status:

100% complete. Reducing Toxics Coordinator was established October 1, 2001, but has since left the agency. Manager has taken over the Risk Advisory Committee/Coordinator position. Risk Advisory Committee was formed with technical and policy representation from each major program area (i.e., Air, Land, Water, Pollution Prevention, and Planning and Assessment.) The committee has met seven times. All program areas have drafted a list of 10 items that make the top of the list relative to "toxics" from their program area. Committee put together an overall agency-wide potential "toxics/areas of concern" list and will be finalizing as a part of the EnPPA process. Working closely with Janet McCabe and Tim Method on implementation in the next EnPPA.

9) Dis-investments

- a) Each office (including OPA) will create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:

100% complete. Done as a part of the budget exercise.

- b) Each of these office functions will be evaluated by a qualitative system developed to identify discretionary, low priority and/or under-funded activities.

By: November 1, 2001

% Complete & Status:

100% complete. Template sent to all program areas.

- c) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:

100% complete. Done as a part of P3/OPPTA consolidation process.

- d) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:

Ongoing.

B) OPA — Cross-Office Priorities

1) **Pollution Prevention Integration**

OPA will participate in the development of the integration project for implementing selected projects to enhance the use of pollution prevention in Indiana. The recommendations are complete and projects have been assigned.

- a) Provide support and technical assistance to OWQ as they develop model mercury reduction programs and policies to include in P2 minimization plans under the Great Lakes Initiative. The effort will go beyond vague guidance used by other states, and require publicly owned treatment works to put in place mercury P2 programs in exchange for effluent variance.

By: June 30, 2002 — Help finalize project.

% Complete & Status:

Waiting on water to identify a lead for this project and develop the mercury rule.

- b) Metal Finishing Strategic Goals (2002)

- (1) Coordinate Indiana's implementation of this national "beyond compliance" program for the metal finishing industry sector in accordance with Indiana's 2001-2002 SGP Implementation Plan. Coordinate quarterly external stakeholder meetings, develop/update Indiana's implementation plan as required and periodically report on the ongoing progress of Indiana's programs, which includes the activities of six (6) ad hoc workgroups.

Through: 2002

% Complete & Status:

100% complete. OPA's coordination of Indiana's implementation of the SGP is now completed, as these responsibilities were transferred from OPA to OPPTA in August 2001. OPPTA will be working with the Clean Manufacturing Technology and Safe Materials Institute at Purdue to implement the 5-Star Environmental Recognition Program for Metal Finishers as well as coordinate future external SGP stakeholder meetings.

- (2) Work with OPPTA to determine next steps and finalize 5-Star program.

By: June 30, 2001

% Complete & Status:

100% complete. See above task.

- c) Quality Management Plan

- (1) Distribute copies of the final Quality Management Plan (QMP) to appropriate staff, as well as post the QMP on the Agency Inter/Intranets.

By: October 1, 2001

% Complete & Status:

100% complete. Copies were made available via IDEM's shared drive and the Internet: www.in.gov/idem/publications/qmp or <S:\Agency\qmp\currentversion>

- (2) Make an Agency- wide announcement that the QMP is finalized and the process of developing procedures for implementation and assessment phase of the QMP will begin.

By: October 1, 2001

% Complete & Status:

100% complete. An agency-wide memo was distributed by Lori Kaplan on 10-18-01.

- (3) Hold Quality Assurance (QA) meetings with the QMP Team, Program and Project Managers from all Program Offices' and other QA/QC staff within the Program Offices to develop the implementation and assessment phase policies and procedures to ensure consistency of QA procedures across all IDEM programs.

September, 2001— Meetings Begin

Through: June 30, 2003 — These meetings will be held quarterly

% Complete & Status:

87.5% complete with regard to meetings - ongoing. Since 3-31-03 there have been meetings with certain program office branch chiefs; Data Management Team meetings; Off. of Pollution Prevention Toxic Release Inventory standard operation procedure; beach grant meetings with Northwest Reg. Office and Interagency Task Force on E. Coli. The work on developing specific policies and procedures for the assessment phase has not moved forward due to limited program staff resources and this task will carry over into the next EnPPA cycle.

- (4) Once the processes and procedures for the implementation and assessment phases are developed, the IDEM QA Manager will work with Program Offices to ensure consistency of QA procedures across all programs. And, also begin planning for audits and/or reviews of specific Office programs and projects. It will also be necessary to determine the order in which IDEM Offices will be audited/reviewed. The timeline and plan will be developed for implementation.

By: June 30, 2002

% Complete & Status:

50% complete - ongoing. The procedures for the assessment phase have not been developed due to limited program staff resources and these above tasks have been redefined into smaller, more specific tasks that will carry over into the next EnPPA cycle.

- (5) Maintain contact with USEPA QMP contact at least one time per quarter and maintain consistent progress.

% Complete & Status:

100% complete - ongoing. Contacts regarding NEIEN QAPP, beach grant QAPP and other monitoring and notification issues, and coordination effort for the Science to Achieve Results Seminar (STAR) and the August "Interpreting Lab Data Workshop."

- (6) Training opportunities for the IDEM QA Manager and other QA/QC staff will be identified and provided. The IDEM QA Manager will attend, of available, timely, and cost effective, one training per year.

% Complete & Status:

100% complete. IDEM QA Manager attended two EPA training opportunities (each 4 days in length) in calendar year 2001. Forty IDEM QA staff attended a 1.5-day quality assurance workshop presented by EPA Region 5 staff on Jan 30-31, 2002. STAR (Science to Achieve Results) seminar was made available via teleconference to all IDEM staff in June 2003. Registered 15 IDEM employees for the August 2003 Interpreting Lab Data Workshop that has since been postponed by EPA Region 5.

- (7) **Begin to track all Program/Office QAPPs and SOPs by developing a tracking database.**

By: June 30, 2003

% Complete & Status:

95 % complete - ongoing. The deadline to refine the QAPP database and to implement prototype testing was preempted by EnPPA planning for the 2003-2005 cycle. The SOP tracking database has been changed to be just a listing of program office SOPs and the effort to assemble these lists will carry over into the next EnPPA cycle. The Office of Pollution Prevention and Technical Assistance is, however, one additional office that has generated such a listing.

- (8) **Assess and develop a tracking system for all QMP files.**

By: December 31, 2002

% Complete & Status:

50% complete - ongoing. This task has been modified to be just a listing of QMP associated files and many are already included as addenda to the current, approved QMP. Each year these addenda will be reviewed and revised by program office staff as part of the QMP annual review process.

- (9) **Assess the adequacy of the Quality System at least annually, including a review of the QMP to be revised or updated as required. Also provide Quality Status Report and Work Plan to IDEM Management and EPA Region V.**

By: June 30, 2002 and June 30, 2003

% Complete & Status:

50% complete - ongoing. As IDEM is still working to develop a quality system assessment process, the annual adequacy of our quality system has not been reviewed, but will be a major emphasis to carry over into the next EnPPA cycle. The current IDEM QMP was approved through 6-30-04 and will also require major revision to be submitted for approval by EPA Region 5 staff at that time. A preliminary report will be generated for IDEM management and EPA Region 5 prior to that time, however.

d) Greening The Government

- (1) **Work with other state agencies and IDEM to educate on Integrated Pest Management practices.**

By: June 30, 2002

% Complete & Status:

100% complete. Two educational sessions held.

- (2) **Implement Integrated Pest Management practices at IDEM.**

By: June 30, 2003

% Complete & Status:

100% complete. IPM is being utilized.

- (3) **Work with other state agencies and IDEM to educate on mercury and lead issues.**

By: June 30, 2002

% Complete & Status:

100% complete - ongoing. Several other agencies using IDEM as a model.

- (4) Implement recycling of mercury devices at IDEM.

By: June 30, 2003

% Complete & Status:
100% complete - ongoing.

- e) Agency-wide Environmental Education Coordination

- (1) Continue to coordinate IDEM school presentation resources and materials with program areas to include Earth Week presentation kits and IDEM exploration book throughout the year.

% Complete & Status:
100% complete - ongoing.

- (2) Coordinate the implementation of the pilot Clean Sweeps Program.

By: October 1, 2001

% Complete & Status:
100% complete.

- (3) Continue to assist in coordination of various outreach events like Earth Day Indiana, HASTI, IYES, State Fair, and IRC education sessions.

% Complete & Status:
100% complete - ongoing.

- (4) Develop short and long-term education plan for IDEM outlining steps for implementation.

By: December 31, 2001

% Complete & Status:
100% complete.

- (5) Implement short and long-term education plan.

By: June 30, 2002

% Complete & Status:
100% complete - ongoing.

- (6) Develop K-2 multi-media curriculum.

By: June 30, 2003

% Complete & Status:
100% complete. K-2 environmental education coloring booklet printed.

- (7) Continue to support other outreach and education- related activities like grant reviews, community and school presentations and various conferences.

% Complete & Status:
100% complete - ongoing.

- f) Compliance/Enforcement Team

- (1) OPA staff continues to provide staff to Compliance/Enforcement Team.

% Complete & Status:
100% complete - ongoing. OPA's staff support responsibilities to C/E Team have shifted to a new coordinator in OE. OPA assists in preparing draft meeting notes.

- (2) **Enforcement Referral Policy.** This project has been broken up into five different projects, with OE taking the lead on each. Continue to assist and help finalize this policy.

By: December 31, 2001

% Complete & Status:

100% complete. Enforcement Referral Policy finalized. Implementation began July 1, 2001.

- (3) **Develop a Current Operating Procedure (COP)** which encompasses the process to be used for strategic agency-wide compliance/enforcement planning, including recommendations for compliance and enforcement priorities.

By: August 1, 2001— Final COP/recommendations to be completed.

% Complete & Status:

100% complete.

- (4) **Inspection Protocol Policy**
(C/E Team carry/over from 2000-2001)
Conduct research and draft inspection protocol policy. The purpose of the policy is to help ensure consistent inspection protocols by all agency programs.

By: July 1, 2002 — Final policy due.

% Complete & Status:

100% complete - ongoing. OPA's staffing responsibilities have shifted to OE. Policy being developed thru coordination with agency's C/E Team.

- (5) **Continue use, expansion and tracking of multimedia screening evaluations** (additional questions on checklist, cross-media inspector training, and final facility compliance status).

% Complete & Status:

100% complete - ongoing. OPA's staffing responsibilities have shifted to OE. C/E Team to addressing future use of multi-media screening evaluations.

- (6) **Assist in special MM compliance/enforcement activities as needed, including conducting research on other state initiatives and innovations as part of the C/E planning process or special business need.**

% Complete & Status:

100% complete - ongoing.

- (7) **Serve as planning arm and coordinator to pursue a sector approach with three of Indiana's most significant industrial sectors, namely steel mills (including mini-mills and electric arc furnaces), foundries and auto salvage facilities.**

% Complete & Status:

75% complete - ongoing. Final versions for all three sectors. We continue to focus on steel mills to include subgroups meeting to determine next steps. This priority will continue into the next EnPPA..

g) Pollution Complaint Clearinghouse/ Rapid Enforcement Response

- (1) **Update the existing PCC COP to include changes/adjustments made since the initial COP was drafted.**

By: October 1, 2001

% Complete & Status:

0% complete due to other higher priority projects.

(2) Year-end Complaint Comparison

Summarize, compare and identify trends as they relate to complaints received and handled by IDEM for 1999, 2000, and 2001.

By: March 1, 2002 — Prepare for complaint review.

% Complete & Status:

100% complete. The new database is now in the testing phase.

(3) PCC Quarterly Complaint Summaries

Generate quarterly complaint summaries and revise content as appropriate 3 weeks after all data is received each quarter.

% Complete & Status:

2001 reports are 100% complete. 2002 reports are being developed using new database, as well as in the Quattro Pro format. The reports for the three-quarters of 2002 are complete.

(4) PCC Web site Enhancement

Provide information to the public concerning IDEM's complaint handling process. This will consist of adding 1-2 pages of text to the existing PCC website.

By: September 1, 2001

% Complete & Status:

25% complete. Narrative needs to be added to the current document before placing it on IDEM's web site.

(5) PCC Complaint Handling

Update and maintain internal complaint handling procedures. Distribute to IDEM, "1-800 #" phone reception staff, administrative staff and complaint coordinator staff. This will ensure that all incoming pollution complaints are routed to the appropriate staff. These procedures will be updated on an as-needed basis

% Complete & Status:

100% complete. Any changes will require new distributions.

(6) Maintain Quattro-Pro based system in order to store, summarize and analyze cross program agency complaint information on a monthly and annual basis.**% Complete & Status:**

First quarter of 2002 has been developed using the new database that was designed to replace the Quattro-Pro system. As such, this report is serving as the testing mechanism for the database as well.

(7) Transition the Rapid Enforcement Response Program to the Office of Enforcement.

By: December 31, 2001

% Complete & Status:

100% complete.

- h) Serving as an entry point/single-point-of-contact for specific permitting projects or permit-related questions and coordinate Environmental Impact Statements (EIS).

% Complete & Status:
100% complete - ongoing.

- i) Ongoing responsibility to serve as a point-of-contact for both internal and external requests for cross media permit-related information.

% Complete & Status:
100% complete - ongoing. Respond to approximately 30 public inquiries per quarter.

- j) Facility Linkage Application Process

- (1) Complete resolution of original Phase 1 FLA/FRS Master Record set.

By: December 1, 2002

% Complete & Status:
100% complete. Completed evaluating and linking 110,000 master facility records of environmental interests while working with a significant reduction in FLA staff.

- (2) Identify Phase 2 resolutions and develop strategy for completion.

By: December 1, 2001

% Complete & Status:
100% complete. IDEM was awarded a federal Readiness Grant, which provides for a strategy for the Indiana Facility Registry System (IFRS) phase 2 resolution process. Completed the spending plan and workplan for the grant.

- (3) Establish process to dynamically link constituent databases and the CORE Data Model to the EPA FLA/FRS Reconciliation Process.

By: July 1, 2002

% Complete & Status:
100% complete. IDEM was awarded a federal Readiness Grant, which will establish the process to link constituent databases to the new Indiana Facility Registry System (IFRS). Completed the spending plan and workplan to accomplish the linkage and data exchange for IDEM and EPA databases.

- (4) Establish and distribute naming standards for facility names and location addresses (must coordinate with Core Team and Enterprise Data committee).

By: December 1, 2001

% Complete & Status:
100% complete. The Facility Naming standards have been identified and approved. Training and support is ongoing.

- (5) Develop plan for Agency-Wide participation in and maintenance of linked state and federal facility data in constituent databases in FLA/FRS and Core Data Model.

By: March 1, 2002

% Complete & Status:
100% complete - ongoing. Linking of State and federal facility data will be accomplished by the central facility integration within the Indiana FRS system. Agency-Wide participation and maintenance of facility data will be accomplished by setting up the IDEM Facility Data Stewards process to link constituent databases to the new Indiana Facility Registry System (IFRS). Facility Data Steward and other Staff training is planned to be closer to the implementation of the IFRS.

- (6) Continue resolution process of the Manual Linkages generated by FLA/FRS for state of Indiana program facilities records (maintain pending count of zero).

Ongoing

% Complete & Status:

100% complete - ongoing. Manual Linkage records are contingent on tasks (1) and (2) above and will increase proportionality. These are time intensive and are resolved adequately based upon staff's availability.

- (7) Continue to provide facility information datasets on request, internally and externally.

Ongoing

% Complete & Status:

100% complete - ongoing. Requests and reports are provided as requested. The Facility Registered System (FRS) application database queries provide Facility information and locational coordinates for State and Federal environmental programs.

- (8) Continue to provide outreach demonstrations and training for FLA/FRS and Envirofacts on request.

Ongoing

% Complete & Status:

100% complete - ongoing. New training for the FRS began in July with plans to continue agency-wide. Facility Data Steward and other Staff training will be scheduled closer to the implementation of the IFRS. Outreach demonstrations are continuing for both internally and externally in International GIS Day Presentations, Geological Society of America Conference, Earth Day Presentations, Teacher's Workshop, within IDEM, and with state and local government.

C) OPA — Office Priorities

1) Compliance/Enforcement Assistance (on-going)

- a) Participate as a member of the Midwest Environmental Enforcement Association's Training Committee.

By:

% Complete & Status:

100% complete. OPA has rotated off this Committee, but participates in an advisory capacity when requested to do so.

- b) Coordinate multimedia agency response for problem facilities (via either complaint research or coordination of a multimedia compliant investigation).

By:

% Complete & Status:

100% complete - ongoing.

- c) Conduct national compliance/enforcement trends analysis and research. These activities will be conducted throughout the year, culminating in a Planning Report. This Report will be conveyed to the C/E Team for planning purposes.

By:

% Complete & Status:

100% complete - ongoing.

- d) Research non-jurisdictional complaints; make referrals to IDEM program areas and/or local/state/federal agencies.

By:

% Complete & Status:

100% complete - ongoing.

2) Compliance/Enforcement (C/E) Team support

(administrative support and special projects)

Develop bi-weekly meeting agendas and summaries, prepare periodic reports and complete other projects as assigned.

% Complete & Status:

100% complete - ongoing.

3) Permit Report Card

- a) Produce IDEM Monthly Status Report on Environmental Permits data and maintain/update the ESQC website.

Ongoing: Monthly

% Complete & Status:

100% complete - ongoing. Monthly status reports were produced on schedule, distributed internally, and posted on the web at <http://www.IN.gov/Idem/permitreport>. Developing new chart to report on issuance of TV renewals and new applications subject to the 18month time frame.

- b) Monthly updating and posting on the report on the Internet, and to staff, as well as maintaining "Report Card" posters near the Commissioner's office. In November 2000, a special set of report cards was created to commemorate two years of no late permits by IDEM. During that period, the agency issued 5,857 permits without any late permits (permits issued after the statutory deadline).

% Complete & Status:

100% complete - ongoing. IDEM prepares monthly report cards on each of our five permitting programs. The Drinking Water Construction Permit program had a late permit in April 2002, the first late IDEM permit in 40 months.

4) Website Updates and Maintenance

- a) Publish 2001-2003 EnPPA online.

By: September 30, 2001

% Complete & Status:

100% complete. Available online at <http://www.IN.gov/idem/enppa/> in HTML and PDF format. Site has been substantially redesigned for better appearance and navigability.

- b) Redesign the OPA website, adding pages for each OPA program and project.

By: November 30, 2001

% Complete & Status:

100% complete. See: www.in.gov/idem/planning

- c) Publish IDEM Quality Management Plan online.

By: November 30, 2001

% Complete & Status:

100% complete. The QMP is available online at: www.IN.gov/idem/publications/qmp.pdf

- d) Redesign the IDEM Children's Environmental Health Initiatives website.

By: September 30, 2001

% Complete & Status:

100% complete. Available online starting from: www.IN.gov/idem/visitors/healthed.html

- e) Publish the "Citizen's Guide to Public Participation Processes Associated with IDEM-Regulated Activities" online.

By: December 1, 2001

% Complete & Status:

100% complete. See: www.in.gov/idem/guides/publicparticipation/.

- f) Continue to update and maintain the following agency websites:

- IDEM OPA (Office of Planning and Assessment) office website
- Metal Finishing Strategic Goals Program
- Children's Health and Environmental Initiatives
- IDEM permit application HTML help-files
- IDEM Permit Guide
- EQSC (Environmental Quality Service Council) Report website & associated monthly reports

- EnPPA online
- IDEM's "Parents/Teachers" and "Kids/Students" link pages
- IDEM Environmental Justice program website & draft Citizen's Guide pages
- IDEM Agency Priorities online (an extension of the Office of Planning & Assessment website)
- Mercury

% Complete & Status:

100% complete - ongoing. All of the sites listed above are up-to-date.

g) New IDEM Permit Guide (<http://www.IN.gov/idem/guides/permit>) pages

(1) New pages needed, including but not limited to:

- (a) Permit name/ownership changes, a "how to" reference guide to transferring permits (not all permits are transferable).

By: December 31, 2001

% Complete & Status:

100% complete. The new page will be posted on the Internet on September 29.

- (b) Municipal wastewater discharge permits (addressing both major {EPA form 2A} and minor permits).

By: December 31, 2002

% Complete & Status:

0% complete. Start of project delayed by other priorities.

(c) SW permit modifications

By: June 30, 2002

% Complete & Status:

0% complete. Start of project delayed by other priorities.

(d) Transfer station permit

By: June 30, 2002

% Complete & Status:

0% complete. Start of project delayed by other priorities.

(2) Develop the following features and cross-linking them with the Permit Guide

- (a) Add tables which summarize the costs, requirements, and public notice process for the air and water, and some of the waste disposal permit process.

By: December 31, 2002

% Complete & Status:

90% complete. Draft webpage is complete and is under final review by the program areas.

- (b) Integrate the "IDEM Citizens' Guide to Public Notice Processes" into the Permit Guide.

By: December 31, 2001

% Complete & Status:

0% complete. Start of project delayed due to staff vacancies.

- (c) Develop a "Spill Table" (like the one on the Michigan website brought to our attention by Marc Hancock).

By: June 30, 2003

% Complete & Status:
0% complete.

5) Compliance Checks for Department of Commerce

Coordinate responses from Enforcement and Compliance. This is a priority on an "as per request" basis.

% Complete & Status:
100% complete - ongoing Continuing to coordinate review of monthly lists, plus spot checks on individual facilities as requested. Background checks for the Indiana Department of Workforce Development also have been added to this task. Have developed 19 checklists through the first 6 1/2 months of 2003.

6) Database/public access grant- Drinking Water

Coordinate project and quarterly reports with drinking water.

% Complete & Status:
100% complete. This task has been turned over to OWQ.

7) Compliance/Enforcement Planning (OPA activities referenced in the COP)

Conduct national compliance/enforcement trends analysis and research. These activities will be conducted throughout the year, culminating in a Planning Report. This Report will be conveyed to the C/E Team by an as-yet-to-be-determined date (this date will be contained in the C/E Planning COP referenced above).

% Complete & Status:
100% complete - ongoing.

8) Multi-Media Screening Evaluations

Provide monthly progress reports, update current operating procedures, MM screening checklist and staff training program as necessary to ensure agency utilization of MM screening evaluations remains an effective compliance tool.

% Complete & Status:
100% complete by OPA. Monthly progress reports prepared during 1st year of using screening checklist (Sept. 2000 thru Aug. 2001). Future work regarding MM screenings to be coordinated thru C/E Team.

9) Coordinate Multimedia Permits

- a) Continue to update the IDEM Permit Guide as needed.

% Complete & Status:
100% complete - ongoing. The Permit Guide is continually being updated to accommodate rule changes and staff contact changes. Bi-monthly update strategy is being revised. The Permit Guide has been converted to a new layout for improved appearance, accessibility, adherence to agency standards, and navigability.

- b) Prepare monthly IDEM Permit Status reports for the Environmental Quality Service Council and the public.

% Complete & Status:

100% complete - ongoing. Prepared and published on the Internet monthly. Monthly status reports have been produced on schedule, and distributed internally and posted on the web at <http://www.IN.gov/idem/permitreport>. Printed reports were produced as needed for EQSC meetings and pre-meetings. A new EQSC website was developed: www.IN.gov/idem/eqsc/

- c) Serve as agency contact for multimedia permit assistance and information.

% Complete & Status:

100% complete - ongoing.

10) OPA Planning/Assessment Activities

- a) Continue to lead agency-wide planning activities.

% Complete & Status:

100% complete - ongoing.

- b) Conduct office self-assessment.

By: June 30, 2001

Quarterly updates completed by the 25th of the month following the quarter

% Complete & Status:

100% complete.

- c) Develop OPA vision/plan/mission.

By: June 30, 2002

% Complete & Status:

100% complete. OPA has completed a vision. We are working on our mission and plan.

- d) Continue as IDEM contact with ECOS/EPA and provide timely information to the other members of senior staff.

% Complete & Status:

100% complete - ongoing.

- e) Re-evaluate structure of OPA and develop a plan.

By: June 30, 2002

% Complete & Status:

50% complete. Ideas have been routed, but on hold due to Indiana budget issues and strategic hiring freeze.

- f) Hire SEM1 and ES3 to complete OPA staff.

By: July 30, 2001

% Complete & Status:

100% complete.

- g) Serve on several groups to include liaison with ISDH, FSSA, IDOA (Greening), Indiana Child Care Fund and Bi-National Toxics Strategy Workgroup.

% Complete & Status:

100% complete - ongoing. Working with IDOA on development of procurement QPA criteria for environmentally friendly substitutes for floor care products, warewashing products and sealants for CCA treated lumber.

ARCHIVED July 31, 2003

13. OFFICE OF POLLUTION PREVENTION AND TECHNICAL ASSISTANCE

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It is the goal of the Office of Pollution Prevention and Technical Assistance to develop and foster with in the Indiana Department of Environmental Management's environmental protection efforts an emphasis on environmentally and economically sound approaches to achieve environmental results. This includes proactively providing resources for source reduction, re-use and recycling, voluntary compliance and pollution prevention. OPPTA encourages environmental results through various grant opportunities, public recognition awards such as the various "Governor's Awards for Excellence," broad-based educational programs and technical assistance.

A) OPPTA — Agency-Wide Priorities

1) *Building a better IDEM - Dis-investments*

- a) Create an inventory of specific functions.

By: October 1, 2001

% Complete & Status:

100% complete - ongoing. Submitted to Deputy Commissioner for review.

- b) Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or under funded activities.

By: November 1, 2001

% Complete & Status:

100% complete - ongoing.

- c) Repeat the above review in calendar year 2002.

By: December 31, 2002

% Complete & Status:

0% complete.

2) *Reducing Exposure to Toxics*

- a) Develop a Risk Toolbox

Lead the compilation of information about approaches used by IDEM to factor risk into environmental decisions and catalogue resource tools.

Bring together a workgroup consisting of staff from various programs areas to develop a locator list of databases with descriptions and contact persons and a list of standards or exposure limits for toxic substances.

By: July 1, 2001

% Complete & Status:

100% complete.

- b) Establish an agency workgroup to develop a “glossary” of risk-related terms with definitions and discussion of how applied in the agency. An initial list of terms will be generated from the IDEM Risk Integrated System of Closures manual, and Indiana code and administrative code.

By: July 1, 2001

% Complete & Status:
100% complete.

3) **Compliance and Enforcement Team Priorities:**

Develop P2, assistance and compliance/enforcement strategy for major Toxic Release Inventory (TRI) increases; prioritize TRI reported substances for future regulatory and non-regulatory consideration.

- a) Strategically identify the Top 20 to 50 TRI reporters having the most significant impact on State TRI air and water release totals:

- (1) Identify the top 100 TRI release reporters in RY1999 and from there remove:

- Facilities with percentage decreases in reported amounts from 1995 to 1999 that are consistent with the goals of the Governor's Challenge. We will send those facilities in this group that are not currently Governor's Challenge participant, a letter/packet inviting them to join.

% Complete & Status:
100% complete.

- Facilities that are impacted by a significant regulatory driver within the next year (i.e., June 2002).

% Complete & Status:
100% complete.

- (2) Identify and separate out facilities that are included in the new reporting sectors starting in 1998.

% Complete & Status:
100% complete.

- b) Utilize TRI release data to identify the Top Six most significant chemicals reported to TRI that impact progress on achieving goals of the Governor's Toxic Reduction Challenge. Identify facilities that associated with the releases of the top six chemicals. If these facilities are not including on the other Top lists, OPPTA will send them letters to make them aware of our concern and also invite them to join Gov.'s Challenge if they have not already joined.

% Complete & Status:
100% complete.

- c) Creatively address the new and remaining sectors through three (3) mechanisms:

- (1) Voluntary outreach: for facilities with percentage decreases in TRI reported amounts from 1995 to 1999 that are consistent with the goals of the Governor's Challenge, we will send those facilities that are not currently Governor's Challenge participant, a letter/packet inviting them to join.

% Complete & Status:
100% complete.

- (2) Provide follow up to outreach implemented in section above. For each outreach effort, staff shall decide which form of follow-up is most appropriate (i.e. letter,

phone call, or site visit). Follow-ups shall begin within 2 weeks of original letter going out. Results shall be entered into the Compliance and Technical Assistance Program's (CTAP) database within 10 working days after completing assistance effort to each facility.

% Complete & Status:

100% complete. Follow-ups include letters and phone calls.

- (3) Recommend regulatory development for sectors with large impact on TRI if other mechanism fails.

% Complete & Status:

100% complete - ongoing. At the federal level, several Maximum Achievable Control Technology (MACT) rules were finalized to address styrene emissions and other surface coating emissions. IDEM is planning an initiative to work with Steel mills and to include the Offices of Enforcement, Air Quality, Pollution Prevention Technical Assistance, Water Quality, and Land Quality. The Office of Pollution Prevention and Technical Assistance is planning an initiative to reduce Persistent Bioaccumulative Toxins (PBTs) from Publicly Owned Treatment Works through a Pollution Prevention Incentives for States (PPIS) grant.

- d) OPPTA will make TRI reporters' data available to all agency programs. Provide agency staff with 1999, 2000 and 2001 (when available) TRI data.

By: June 30 of each year (i.e., 2001, 2002, and 2003 respectively)

% Complete & Status:

100% complete for 2001. 100% complete for 2002. 100% complete for 2003.

4) **Communicating Environmental Information**

- a) Participate in the Core Data Integration Team.

- (1) Attend CORE team meetings.

Quarterly — at a minimum

% Complete & Status:

100% complete - ongoing. This team is now called the Data Management Team (DMT)

- (2) Review and comment on documentation guiding and supporting the Agency Data Integration priority.

Ongoing

% Complete & Status:

100% complete - ongoing. The Office of Pollution Prevention and Technical Assistance's (OPPTA's) representative continues to attend these meetings and review documentation as it is provided to the team.

- (3) Review and comment on project proposals for offices moving databases into Oracle and Cool-Gen (development software for windows interface)

Ongoing

% Complete & Status:

100% complete - ongoing. The Office of Pollution Prevention and Technical Assistance's (OPPTA's) representative reviews and comments on proposals as they are provided to the team. Two OPPTA proposals were also submitted to this team since the last EnPPA update.

- b) Participate in Agency GIS (Geographic Information Systems) Workgroup. Meet at least quarterly. Serving in an advisory capacity, review and comment on policies and procedures fostering the following goals:
- Integration Goal: To advance and integrate GIS into the Information Management Systems of the State Agencies.
 - Training Goal: To foster a broad base of trained GIS users in the State Agencies.
 - Data Goal: To create and maintain high-quality GIS data through the normal business practices of the State Agencies
 - Communication Goal: To create and maintain cooperative and collaborative relationships between the State Agencies and with the GIS community at large through effective communication.

B) OPPTA — Branch Specific Priorities

1) Pollution Prevention Branch

The Pollution Prevention branch provides an active outreach program, which promotes pollution prevention to Indiana industry and within the Indiana Department of Environmental Management. Our promotion of pollution prevention includes the annual Governors' Awards for Excellence in Pollution Prevention; the Indiana Partners for Pollution Prevention; and the integration of pollution prevention into regulatory programs within IDEM. The branch also manages the state's Toxic Release Inventory program.

- a) Provide assistance to businesses that seek information on pollution prevention opportunities for their manufacturing or commercial facilities by providing technical information (IC-13-27-2-5).
- (1) Provide quality assistance regarding Pollution Prevention to at least 200 callers who are referred to the OPPTA phone assistance.
- % Complete & Status:**
100% complete. The Office of Pollution Prevention Technical Assistance staff assisted more than 400 callers from July 2001 - June 2003 with pollution prevention, Toxic Release Inventory and Environmental Management System assistance.
- (2) Provide pollution prevention assistance to our customers upon request.
- (a) Develop and implement a process to ensure OPPTA staff will follow up on referrals made to the OPPTA for pollution prevention technical assistance by July 15, 2001.
- Develop referral management process.
- By: June 30, 2001
- % Complete & Status:**
100% complete. Submitted to Assistant Commissioner on August 16, 2001.
- Developed and implement reporting and tracking mechanism.
- By: July 1, 2001
- % Complete & Status:**
100% complete. Utilizing reporting and tracking mechanism developed by the agency Compliance/Enforcement team. Referral updates submitted.
- P2 staff will offer assistance to at least 150 referrals.

% Complete & Status:

100% complete - ongoing. The Pollution Prevention staff have offered assistance to over 200 referrals from the Offices of Land Quality, Water Quality, Air Quality and Enforcement from July 2001 to June 2003.

- (b) Coordinate multimedia referral process with Agency Compliance Enforcement team:

- Assign referrals to OPPTA staff using the CTAP database.

% Complete & Status:

100% complete. There have been 204 referrals assigned from the Office of Pollution Prevention and Technical Assistance (OPPTA).

- Complete the P2 assistance referrals by the 4th of each month consistent with multimedia cop.

% Complete & Status:

100% complete.

- Provide monthly referral reports to the Compliance Enforcement team coordinator.

% Complete & Status:

Reports will no longer be collected by Compliance/Enforcement Team due to change in staffing.

- Follow-up on recommendations and adjust process as needed.

% Complete & Status:

100% complete. Process adjusted based on changes in the guidelines for the Compliance and Technical Assistance Program (CTAP) database.

- b) Continue to administer pollution prevention grants and pilot projects in cooperation with the Indiana Clean Manufacturing Technology and Safe Materials Institute (CMTI) (IC-13-27-2-11).

- (1) Provide active contract management, in coordination with OAQ, for the Small Business Technical Assistance contract between OAQ and CMTI.

- (a) Monitor quarterly progress reports and evaluate progress toward achieving objectives of grant agreement.

% Complete & Status:

100% complete. Continuing to provide support to the Office of Air Quality(OAQ), which manages this contract. The 6th quarter progress report was submitted by CMTI.

- (b) Provide Office of Air Quality with progress updates.

Quarterly

% Complete & Status:

100% complete - ongoing. The Office of Air Quality has taken over management of contract. The Office of Air Quality will provide reports to Clean Manufacturing Technology Board on a quarterly basis.

- (2) Provide effective management of the Pollution Prevention (P2) Advocate grant project with CMTI.

% Complete & Status:

This program was discontinued due to budget constraints.

- (a) Monitor quarterly progress reports and evaluate progress toward achieving objectives of grant agreement.

% Complete & Status:

This program was discontinued due to budget constraints.

- (b) Provide feedback to CMTI on progress toward meeting grant objectives.

Quarterly

% Complete & Status:

This program discontinued due to budget constraints.

- (c) The achievement of the numerical goals for technical assistance contacts will be the chief metric used by the project administrator. Success will be defined by:

- 100% completion of scheduled workshops;
- 100% completion of development of sector specific brochures;
- 10% to 25% of total potential service population participating in workshops and/or receiving on-site technical assistance.

% Complete & Status:

Ongoing. The Clean Manufacturing Technology Institute (CMTI) submitted the 6th Quarter progress report to IDEM.

- (d) Success will be measured by the appropriateness of the clean manufacturing technical assistance rendered to enable small businesses to:

- Determine the applicability of various National Emission Standards for Hazardous Air Pollutants (NESHAPs) to their operation;
- Secure an air permit, if needed;
- Prepare and submit complete and timely emission reports;
- Avoid regulation, including permits, by modifying production processes, substituting materials, etc., to achieve below-threshold emission; and
- Reduce costs of production.
- Increase in compliance rates for facilities found to be out of compliance with various air related regulations.

% Complete & Status:

100% complete.

- (3) Provide Assistant Commissioner with quarterly progress report.

% Complete & Status:

Office of Air Quality has taken over management of this contract and will provide reports to Clean Manufacturing Technology Board on a quarterly basis.

- c) Prepare report on the state's progress on promoting pollution prevention that will be published on the Internet (IC-13-27-6-1).

- (1) Draft Annual assessment of accomplishments for FY will be made available for AC review.

By: November 30, 2001

% Complete & Status:

100% complete.

- (2) Annual assessment of accomplishments for FY 1999-2001 published on the web.

By: December 31, 2001

% Complete & Status:
100% complete.

- (3) Annual assessment of accomplishments for FY 2001 to 2003 published on the web.

By: December 31, 2003

% Complete & Status:
0% complete - not in time frame yet.

- (4) Research and Develop a database for P2 successes projects and look into the Clean Manufacturing Technology and Safe Materials Institute (CMTI) as a mechanism for providing this database.

- (a) Research the database

By: June 31, 2002

% Complete & Status:
100% complete.

- (b) Develop the database

By: March 29, 2003

% Complete & Status:
100% complete. A Pollution Prevention Success stories database is available on the Web at www.IN.gov/idem/oppta/p2/stories.html. In addition, the past Governor's Award winners and honorable mention recipients have been put on our website at the address mentioned above. Two IDEM P2 Success Stories, P2 in Wastewater Plant Operator Certification and the Indiana Styrene Initiative, were selected to be two of the first 41 out of 150 candidates to be displayed online in the P2 Regulatory Integration Case Study resource tool commissioned by USEPA's Office of Pollution Prevention and Toxics.

- d) Identify obstacles to pollution prevention and provide opportunities to promote and assist in pollution prevention. (Grant Commitment terminates 9/30/01)

- (1) Continue working with designated program area teams to implement selected pollution prevention integration projects.

By: June 30, 2001

% Complete & Status:
100% complete.

- (a) Develop and implement a tracking mechanism to monitor the progress made by program areas on the implementation of selected pollution prevention integration projects.

By: June 30, 2001

% Complete & Status:
Project #1: Pollution Prevention in Mercury Policy and Rules: The Office of Water Quality (OWQ) Status (10% complete). The OWQ staff are working on internal mercury Standard Operating Procedures (SOPs) that would include pollution prevention for mercury. An OPPTA representative has begun attending the rule development meetings.

Project #2: Improve the Office of Air Quality/Office of Pollution Prevention and Technical Assistance Rule Development and Rulemaking Coordination Goals: The Office of Pollution Prevention and Technical Assistance (OPPTA) will attend the Office of Air Quality (OAQ) biannual rule planning meetings. (100% complete - ongoing) OPPTA staff attended 1 rules planning meeting in 2002. The Pollution Prevention (P2) Branch Chief now receives updates from OAQ on upcoming rule development and meetings. OPPTA attends these meetings as necessary. (100% complete, ongoing) OAQ completed a Current Operating Procedure (COP) in 2001 to address better coordination between offices and continues to follow it. OAQ distributes rule development information to OPPTA via e-mails such as the Monthly Rules Memo. EnPPA updates are also provided quarterly. OAQ and OPPTA will identify rules that provide P2 opportunities. (100% Complete, ongoing) See COP developed by OAQ. OPPTA implemented a COP with the Partners for Pollution Prevention for OPPTA staff to begin reviewing 1st notices for potential Pollution Prevention opportunities and to supply that information to the Partners so they can provide comment to IDEM (100% complete, ongoing) See COP developed by OPPTA. OPPTA and OAQ will review each of the rule projects to decide which rules provide P2 opportunities based on criteria such as: a) the number of industries impacted by the rule; b) the amount of emissions involved; and c) knowledge of P2 opportunities. Indiana rule 326 IAC 20-25, addressing styrene emissions went into effect in March 7, 2001. This rule includes several different Pollution Prevention opportunities. OPPTA staff were involved in the development and outreach of this rule for several years. Approximately 50 Indiana companies were affected by this rule. Each of which choose the P2 options to comply with the rule. Styrene emissions dropped in 2001 according to TRI data by more than 900,000 pounds.

Project #3: Develop an Office of Air Quality Permit and Rules Pollution Prevention Guidebook (100% complete.) OAQ staff completed this for their own use.

Project #4: Guidance for Preparing/Evaluating Pollution Prevention Supplemental Environmental Projects and Defining the Office of Pollution Prevention and Technical Assistance's Role in Supporting the Office of Enforcement: 100% Completed.

Project #5: Pollution Prevention(P2) Targeting in Industrial Waste Compliance Inspections. Identify Persistent Bioaccumulative Toxics (PBTs) None identified; training was conducted during the first and second quarter. Research continues to identify Persistent Bioaccumulative Toxics to focus on during compliance inspections. Promote the reduction of selected Persistent Bioaccumulative Toxics Research continues to identify which PBT to focus on. Provide Staff Training Ongoing. Industrial Waste inspection staff attended 'Pollution Prevention Tools for Inspectors', a training course offered by US EPA in Chicago August 29 or 30, 2001. IDEM's OPPTA provided P2 and PBT training to staff on October 3, 2001. Staff plans to accompany EPA inspectors during their PBT initiative inspections this FY03as EPA looks at naphthalene and lead. Report Pollution Prevention Activities - # companies identified during inspections with selected PBTs No companies will be identified until research determines which PBT to focus on. Report Pollution Prevention Activities - # referrals to Compliance and Technical Assistance and Clean Manufacturing Technology Institute (CMTI) for follow-up Actual referrals to the Compliance and Technical Assistance Program (CTAP) from CMTI total 26 thus far for FY2003. Report Pollution Prevention Activities - distribution of materials. Staff continues to offer pollution prevention instructional materials during every compliance inspection. Report Pollution Prevention Activities - Inspector training. Staff have attended at least two instructional training courses on Persistent Bioaccumulative Toxics PBT and P2. Focus on Pollution Prevention as a means to enhance awareness of, and to reduce, specific bioaccumulative and toxic chemicals Persistent Bioaccumulative Toxics PBT. No specific Persistent Bioaccumulative Toxic focus this quarter beyond inspector training as research continues. In coordination with the Office of Pollution Prevention Technical Assistance, promote and enhance Pollution Prevention awareness with respect to Persistent Bioaccumulative Toxics with industrial waste generators, in order to reduce the amount of toxic chemicals used and as a result, toxic waste generated. No specific Persistent Bioaccumulative Toxic promotion this quarter as research continues. Improve Pollution Prevention dialog with industrial waste generators by providing inspector training on Pollution Prevention opportunities with specific Persistent Bioaccumulative Toxics Industrial waste inspection staff attended Pollution Prevention Tools of Inspectors, a training course offered by U.S. EPA in Chicago August 29 or 31, 2001, and a Pollution Prevention/Persistent Bioaccumulative Toxic awareness and tools course offered by Indiana Department of Environmental Management's Office of Pollution Prevention and Technical Assistance on October 3, 2001.

Project #6: Pollution Prevention Targeting in Wastewater Inspections (20% complete)
Currently, staff is working on procedures to incorporate into the Wastewater inspections. The Office of Water Quality staff is creating a list of the targeted schools.

Project #7: Pollution Prevention targeting in Air Compliance Inspections: Develop an inspector fact sheet/guide to be used by inspectors during inspections. (100% Complete). Two handouts have been developed and were made available to inspectors for use by September 30, 2001. An inspector fact sheet/guide has been developed but may not be necessary because of other available tools. The Compliance Branch has worked with Office of Pollution Prevention and Technical Assistance to develop another handout that describes specific Indiana Pollution Prevention projects, along with emission reductions and cost savings that is being provided to inspectors for use on inspections. Amend the inspection report format to include a Pollution Prevention element (100% Complete) The inspection report format was changed to include a Pollution Prevention element effective September 13, 2001. Compliance managers with the assistance of Office of Pollution Prevention and Technical Assistance will provide training to inspectors on the benefits of Pollution Prevention and the role of the inspector. (100% Complete) Training was conducted for inspectors at Clean Manufacturing Technology Institute in July 2001, focused on Pollution Prevention measures for fiberglass/surface coating processes. A surface coating/pollution prevention element training session in Indianapolis was conducted in February 2002. Compliance managers with the assistance of Office of Pollution Prevention and Technical Assistance will identify sectors that may be appropriate for Pollution Prevention compliance work. (100% Complete, Ongoing) Foundries, foam production, and styrene sources have been identified. Section Chiefs will include pollution prevention and pollution prevention training as part of the regular staff/inspector meetings. (100% Complete) Each staff meeting now includes a pollution prevention element. Office of Air Quality and Regional Offices will include pollution prevention in the job description of the inspectors. (80% Complete) Section Chiefs and Deputy Directors have added pollution prevention to job descriptions (as the descriptions are updated during the annual appraisal of inspectors.) The Northwest Regional Office has not yet revised the job descriptions, but will do so during FY 03.

Project #8: Pollution Prevention in Remediation Projects (0% Complete) pollution prevention in remediation orientation for staff remediation team. (No progress due to lack of EPA funding.) Develop pollution prevention remediation educational materials for interested parties. (No progress due to lack of EPA funding.) Develop a pollution prevention opportunities in remediation web page for public outreach. (No progress due to lack of EPA funding.) Pollution prevention in remediation awareness training for internal and external workgroups. (No progress due to lack of EPA funding.) Initiate an awareness program for pollution prevention in the Voluntary Remediation Program. (No progress due to lack of EPA funding.) Initiate an awareness program for pollution prevention in the Brownfields Program. (No progress due to lack of EPA funding.) Devise recognition programs for successful implementation of pollution prevention in remediation and redevelopment projects. (No progress due to lack of EPA funding.)

Project #9: Pollution prevention in Drinking Water Treatment Operations (30% complete) A current review of operator certification tests is underway. We will add at least one pollution prevention question to each test class, as appropriate. Staff is participating on workgroups and is exploring the possibilities of pollution prevention at drinking water systems. We will continue in our endeavors in that area. Inspections at Public Water Supplies, particularly at surface water systems, will include looking for opportunities to address and include pollution prevention possibilities. The need for pollution prevention training will be brought before the American Wastewater Association training committee for their assistance in training and to bring awareness to their members.

Project #10: Pollution prevention in Wastewater Treatment Plant Operator Certification (100% complete) the Office of Water Quality updated the Operator Certification Manual in July 2001. Manual now contains a section on pollution prevention activities that operators can implement. Pollution Prevention related questions have been developed and were incorporated into the certification exams administered to wastewater operators in November 2001 and May 2002. This project was chosen by the National Pollution Prevention Roundtable from 150 applicants as a project to appear in the P2 Regulatory Integration Case Study resource tool commissioned by USEPA's Office of Pollution Prevention and Toxics.

- (b) Participate in meetings with Office of Air Quality, Office of Land Quality and Office of Water Quality to facilitate and work toward completion of shared priorities.

% Complete & Status:

100% complete - ongoing. Office of Pollution Prevention and Technical Assistance staff participate in Air Quality's compliance meetings and Land Quality's rules advisory group meetings. Staff attended the Office of Water Quality quarterly trainings. Meetings also occurred with the Office of Planning and Assessment. Compliance Enforcement also attended.

- (c) Respond to requests from the Office of Enforcement for technical assistance on the determination of pollution prevention Supplemental Environmental Projects with in seven working days.

% Complete & Status:

100% complete. Staff reviewed one (1) supplemental environmental projects from the Office of Enforcement during this reporting period. Written recommendations were made and submitted to the Office of Enforcement for consideration.

- e) Continue to mount active outreach and educational programs to further the development and adoption of the principles and techniques of pollution prevention. (IC-13-27-2-5)

- (1) Develop and implement a pollution prevention training program for OPPTA field staff.

- (a) Development of the training program to be completed.

By: July 31, 2001

% Complete & Status:

100% complete.

- (b) Begin staff training.

By: September 1, 2001

% Complete & Status:

100% complete on PowerPoint.

- (c) Train all OPPTA field staff responsible for performing on-site technical assistance.

By: December 31, 2001

% Complete & Status:

100% complete. Field staff were trained, as were some regional managers.

- (d) Develop and implement a policy and process to have all field staff new hires trained within sixty (60) days of beginning employment in OPPTA.

By: December 31, 2001

% Complete & Status:

100% complete. No new staff to train due to budget situation.

- (2) Provide Pollution Prevention program overview training to regional office staff.

By: December 31, 2001

% Complete & Status:

100% complete.

- (3) Evaluate the annual Governor's Awards for Excellence in Pollution Prevention. Awards will be presented annually.

By: September 30, 2002 and September 30, 2003

% Complete & Status:

100% complete. 2002 Awards were presented on September 27, 2002 during the Governor's Conference on the Environment. A summary of the award winners can be found at <http://www.IN.gov/ide/nppta/govawards/>. Governor O'Bannon and Commissioner Kaplan presented the awards. 2003 Application was completed, promotion completed, applications accepted and reviewed, compliance reviews started and the overall process is on track to be completed within established timeframes. The awards will not be given out until sometime in October because of the timing of the Governors Conference on the Environment.

- (a) Promote the program statewide:

- Promote on the Internet

By: March 15, 2002 and March 15, 2003

% Complete & Status:

100% complete for 2002. 100% complete for 2003. The nomination form was put on the website on February 4, 2003. The web address is www.IN.gov/ide/nppta/govawards/.

- Press release

By: March 30, 2002 and March 30, 2003

% Complete & Status:

100% complete for 2002. 100% complete for 2003. Press release was completed and distributed on February 18, 2003.

- Postcards to TRI reporters, small and large quantity generators

By: April 15, 2002 and April 15, 2003

% Complete & Status:

100% complete. Postcards mailed out on February 4, 2003.

- Ads in publications such as Chambers GreenNotes and Indiana Association Cities and Towns newsletter.

By: April 30, 2002 and April 30, 2003

% Complete & Status:

100% complete. Announcement was posted on GreenNotes, Partners for Pollution Prevention ListServe, Indiana Association of Cities and Towns ListServe, Recycling ListServe and Indiana's State Intranet for the 2003 Awards.

- (b) Evaluate nominations for technical consistency with the State definition of Pollution Prevention (P2).

% Complete & Status:

100% complete. All 16 P2 nominations were evaluated against the definition for pollution prevention.

- (c) Perform site visits and compliance checks for selected finalists.

% Complete & Status:

100% complete. Site visits are scheduled to occur in July because the awards ceremony was pushed back by one month.

- (4) Continue coordination of the Indiana Pollution Prevention (P2) Partners that includes:

- (a) Maintaining active participation in quarterly meetings of the Partners for P2 and the Department of Defense P2 Partnership.

% Complete & Status:

100% complete - ongoing. IDEM OPPTA staff attend each meeting.

- (b) Continue to provide assistance to the Partners for P2 for the development of and successful completion of the annual Pollution Prevention conference.

% Complete & Status:

100% complete for 2001. 100 % complete for 2002. Approximately 130 people were in attendance. The conference took place on October 23, 2002 at the Marten House in Indianapolis. The keynote speaker was Tom Reilly of Reilly Industries. The comments submitted after the conference were very positive. Presentations given at the conference are available on the web at <http://www.IN.gov/idem/oppta/p2/partners/>.

The Partners for Pollution Prevention Executive Steering Committee is planning the 2003 Pollution Prevention Conference. It is scheduled for October 20, 2003 at Brown County State Park, Nashville, Indiana.

- f) Continue to promote increased coordination between the divisions of the department and between the department and other governmental regulatory programs with responsibilities and duties relating to toxic materials and environmental wastes. (IC-13-27-2-5)

- (1) Analyze data submitted to the Toxic Release Inventory for appropriateness as measures of pollution prevention progress.

The P2 branch will perform an analysis of Source Reduction Activity (SRA) Code reporting to TRI.

By: December 31, 2001

% Complete & Status:

100% complete.

- (2) Quality assure and effectively communicate Toxic Release Inventory (TRI) data.

% Complete & Status:

100% complete.

- (3) Establish a process to quality assure, establish a baseline and communicate data on persistent, bioaccumulative toxic substance reported to TRI.

By: July 1, 2001

% Complete & Status:

100% complete.

- (4) Release data through a formal IDEM press release, in "Indiana's Annual State of the Environment Report" and the IDEM TRI web site on the Internet
- (a) RY 2000 TRI data
- By: April 30, 2002
- % Complete & Status:
100% complete.
- (b) RY 2001 data
- By: April 30, 2003
- % Complete & Status:
100% complete.
- (5) Manage the contract between IDEM Information Technology and OPPTA for the development and conversion of existing TRI database into an Oracle platform system.
- (a) Scope of work for conversion completed.
- % Complete & Status:
100% complete.
- (b) Project proposal to be presented to Core Data Integration Team
- Between: August 9, 2001 and September 23, 2001
- % Complete & Status:
100% complete. Presented to the Data Management Team on June 26, 2003. Project is running behind to due to budget. Work will be completed by Information Technology rather than through a contractor.
- (c) Beta test of TRI product
- By: April 1, 2002
- % Complete & Status:
0% complete. Once approved by the Data Management Team, this project is expected to be ready for testing by October 2003. Project is running behind to due to budget.
- (d) Implementation phase or full scale testing
- Beginning: May 2002
- % Complete & Status:
0% complete. See above. Project is running behind to due to budget.
- (e) Production rollout
- By: June 1, 2002
- % Complete & Status:
0% complete. See above. Project is running behind to due to budget.
- (f) Begin to use the newly developed TRI database system for data entry and quality assurance of the RY 2001 data to be received.
- By: July 1, 2002
- % Complete & Status:
0% complete. See above. Project is running behind to due to budget.
- (g) Final review phase completed

By: August 1, 2002

% Complete & Status:

0% complete. See above. Project is running behind to due to budget.

- (6) Evaluate effectiveness of Indiana searchable TRI website and determine whether or not to keep it.

By: June 30, 2003

% Complete & Status:

100% complete. Due to increased efforts to submit the Toxic Release Inventory (TRI) reports electronically and to have data available to the public, the TRI searchable web database will continue. Next year, Information Technology will manage this database for the web rather than Access Indiana.

- (7) Provide TRI data upon request to internal and external customers with in 30 days of request.

% Complete & Status:

100% complete - ongoing.

g) Outreach and Education

Continue to develop and distribute educational outreach materials through public outreach and training sessions regarding environmental requirements, compliance methods, voluntary environmental audits, and pollution prevention technologies. (IC 13-28-3-2).

- (1) External communication of Toxic Release Inventory (TRI) reporting information.

- (a) Provide three (3) educational TRI workshops, two in south region and one in north region of the state.

By: June 30, 2001 (for report year 2000)

% Complete & Status:

100% complete.

- (b) Provide three (3) educational TRI workshops in Indianapolis.

By: June 30, 2002 (for report year 2001, depending on budget)

% Complete & Status:

100% complete. Management decided to hold two of the three workshops outside Indianapolis in order to best assist Toxic Release Inventory reporters. EPA hosted one of the workshops.

Two workshops were held for reporting year 2002. These workshops were held in May 2003; one in Elkhart and another in New Albany. EPA also held a workshop in March in Indianapolis. Approximately 200 total attendees at these workshops. Plans are currently being made with EPA for next year's workshops.

- (2) Continue implementation of Governor's Toxic Reduction Challenge:

- (a) Using 1999 TRI data assess the progress in toxic use reduction by current participants.

By: December 31, 2001

% Complete & Status:

100% complete.

- (b) Using 2000 TRI data assess the progress in toxic use reduction by current participants.

By: December 31, 2002

% Complete & Status:

100% complete. 2000 Toxic Release Inventory data used to write the section of the State of Environment report outlining progress to date for Governor's Challenge.

2) **Source Reduction and Recycling Branch**

The Source Reduction and Recycling Branch is charged by statute to provide financial and technical assistance to local communities to provide education and promotion of recycling collection, the use of recycled materials, solid waste source reduction, management of yard waste, and household hazardous waste collection. It is our goal to assist local governments in achieving the statutory goal of 50% waste reduction through outreach efforts that consist of providing grants to cities, towns, counties, schools, non-profits, and local solid waste management districts. We also provide public education and technical assistance through site visits, recognition programs, assistance brochures, fact sheets and training workshops.

- a) **Administer Solid Waste Management Fund Grant Program**
Provide education and promote recycling, the use of recycled materials, waste reduction, and the management of yard waste. (IC 13-20-22-2 & IC 13-19-1)

- (1) Solicit and receive approximately 100 grant applications, review, and award approximately \$2.0 million each fiscal year. Grant rounds are scheduled for 5/31/01, 9/30/01, 1/31/02, 5/31/02, 9/30/02.

% Complete & Status:

100% complete for FY02. Awarded \$657,381 in FY02 PEP grant funds and \$1,138,305 in recycling grant funds. 100 % complete for FY03. FY03 PEP grants total \$661,603 and \$637,557 in recycling grant funds.

- (a) **Provide project development assistance to 100 potential applicants for meeting source reduction and recycling grant application requirements each fiscal year.**

% Complete & Status:

100% complete for FY02: 458 grant assistance contacts recorded in FY02. 100% complete for FY03: 405 grant assistance contacts recorded in FY03.

- (b) **Revise the grant non-rule policies ("1339" & "349") and prepare for public notice**

By: December 31, 2001

% Complete & Status:

100% complete. Met with stakeholders (private sector, districts and nonprofits) and determined revisions were unnecessary. It was decided that the changes could be accomplished by further development of the annual assessment of districts financial standing (i.e. developed grant eligibility justification form).

- (c) **Revise application checklist and draft standard policies to better guide applicants**

By: August 30, 2001

% Complete & Status:

100% complete.

- (d) **Publish the final approved version on the Internet**

By: October 31, 2001

% Complete & Status:

100% complete.

- (2) Prepare annual source reduction and recycling grant program report.
- (a) Prepare an annual report for web publication Annual report is to be based on state fiscal year.
- Annual: October 31st of each year.
- % Complete & Status:
100% complete.
- (b) Prepare and submit ten-year program report for public release.
- By: October 31, 2001
- % Complete & Status:
100% complete.
- (c) Provide additional reports as needed for legislative study committee (HCR 58).
- % Complete & Status:
100% complete. October 2001 Environmental Quality Service Council Board presentation.
- (3) Organize and host quarterly "Grants Focus Group" meetings, to invite grant customer feedback and recommendations regarding the Indiana Recycling Grants program and the Indiana Household Hazardous Waste Grants program.
- % Complete & Status:
100% complete.
- (a) Develop mechanism to measure diversion of each funded project.
- % Complete & Status:
100% complete.
- (b) Standardize final reports.
- % Complete & Status:
100% complete.
- (c) Provide monthly review of 10% of open grant files.
- % Complete & Status:
Ongoing. Process was initiated. However, due to several management changes in Branch, process was delayed and is to be implemented in the FY 03-05 EnPPA cycle.
- (d) Develop a current operating procedure for grant file management and review.
- % Complete & Status:
100% complete. Developed a process for grant management and a current operating procedure for grant review.
- b) Administer Household Hazardous Waste Grant Program. (IC 13-20-20)
Provide assistance to local communities regarding household hazardous waste.
- (1) Solicit and receive 5 grant applications, review, and award approximately \$380,000 each fiscal year. Grant round submittal dates scheduled for 6/30/01 & 6/30/02.
- % Complete & Status:
100% complete for FY02. Awarded \$389,902 in Household Hazardous Waste grants.
100% complete for FY03. Awarded \$260,640 in Household Hazardous Waste grants.
Awarded \$153,805 in Mercury grants.
- (a) Provide grant development assistance to 10 potential applicants annually for meeting household hazardous waste grant application requirements.
- By: June 30, 2001 and June 30, 2002

% Complete & Status:

100% complete for FY02. 100% complete for FY03. Household Hazardous Waste assistance was provided. Seven (7) applicants were funded each year.

- (b) Revise application checklist and draft standard policies to better guide applicants.

By: August 30, 2001

% Complete & Status:

100% complete.

- (c) Publish on web the final approved version.

By: October 31, 2001

% Complete & Status:

100% complete.

- (2) Prepare annual household hazardous waste grant program report. (IC 13-20-22-2)

Prepare and submit draft annual report and publish the final approved version on the Internet. The annual report is to be based on state fiscal year.

Annual: October 31st of each year

% Complete & Status:

100% complete.

- (3) Organize and host quarterly "Grants Focus Group" meetings, to invite grant customer feedback and recommendations regarding the Indiana Recycling Grants program and the Indiana Household Hazardous Waste Grants program.

% Complete & Status:

100% complete.

- (a) Develop mechanism to measure diversion of each funded project.

% Complete & Status:

100% complete.

- (b) Standardize final reports.

% Complete & Status:

100% complete.

- (c) Provide monthly review of 10% of open grant files.

% Complete & Status:

Ongoing. Process was initiated. However, due to several management changes in Branch, process was delayed and is to be implemented in the FY 03-05 EnPPA cycle.

- (d) Develop a current operating procedure for grant file management and review.

% Complete & Status:

100% complete. Developed a process for grant management and a current operating procedure for grant review.

- c) Educate students, teachers, consumers, and businesses about the benefits of solid waste minimization, hazardous waste minimization, and recycling, composting and source reduction through presentations, publications, guidance documents and technical assistance programs. (IC 13-14-1-6, IC 13-14-1-10 & IC 13-14-1-14)

- (1) Provide all Indiana residents with the nearest recycling location.

- (a) Redesign into Oracle platform the recycling collection sites interactive database.

By: October 31, 2001

% Complete & Status:

100% complete. Re-designed, with new data and report presentation.

- (b) Upgrade information on the recycling collection sites interactive database and publish on the IDEM Web page.

By: December 31, 2001

% Complete & Status:

100% complete. New design package is available on the Web.

- (c) Maintain and update this information.

Quarterly

% Complete & Status:

100% complete. Updates were provided to Access upon request and as Web users submitted information changes.

- (2) Provide technical assistance to 15 communities on pay-as-you-throw programming.

- (a) Manage contractor regarding Pay-as-you throw programs.

Through: September 30, 2001

% Complete & Status:

100% complete. Workshops presented August 16th, 29th, and 30th, 2001 with 20 communities participating. Pay-as-you throw Grant was closed out.

- (b) Develop and publish on Web site all known Indiana pay-as-you-throw community programs.

By: December 31, 2001

% Complete & Status:

100% complete. Pay-as-you-throw materials and other related documents posted on the Web.

- (c) Prepare and publish on Web a final report on effectiveness and usage of pay-as-you-throw programs in the state.

By: December 31, 2001

% Complete & Status:

100% complete. Pay-as-you-throw materials published on the Web.

- (3) Encourage recycling statewide via recognition award.

- (a) Coordinate with Operations Branch and assist in promotion of the Governor's Awards for Excellence in Recycling.

% Complete & Status:

100% complete.

- (b) Encourage and assist staff to seek at least 50 nominations each year.

% Complete & Status:

100% complete.

- (c) Perform site visits and compliance checks for each selected finalist.

% Complete & Status:

100% complete.

- (d) Evaluate and recommend finalists through a complete examination of nominated programs.

% Complete & Status:
100% complete.

- (4) Provide educational opportunities to our external customers on technical assistance, upon request.

- (a) Provide staff attendance or booth displays at the following conferences, and workshops: State Fair, Black Expo, Earth Day, Governors Conference on the Environment, Indiana Association of Cities and Towns annual conference and the Indiana Recycling Coalition annual conference.

% Complete & Status:
100% complete.

- (b) Provide technical assistance onsite visits each year to at least 450 communities or interested parties, such as: solid waste management districts, counties, cities, towns, schools, non-profits, environmental groups, recycling companies, waste-haulers.

% Complete & Status:
100% complete for FY02: 479 phone contacts and 240 site visits recorded. 100% complete for FY03. 364 recycling assistance calls and 147 site visits recorded.

- (c) Provide resources, staff and support for IDEM's participation in the annual America Recycles Day events. Serve as IDEM's lead on ARD events.

% Complete & Status:
100% complete.

- (d) Serve as IDEM's recycling representative on various committees, including the Greening the Government program to assist in recycling efforts around the state.

% Complete & Status:
100% complete.

- (e) Research and redesign state's Material Exchange publication and service to better meet the needs of the customer base.

- Add agricultural/nitrogen category.
- Provide recommendations on how to better meet the needs of the customer base

By: December 31, 2001

% Complete & Status:
100% complete.

- Implement approved changes

By: June 30, 2002

% Complete & Status:
100% complete. The Indiana Department of Environmental Management has taken over the Indiana Materials Exchange program. The program is now 100% web-based and is managed by the Office of Pollution Prevention and Technical Assistance staff.

- (f) Organize and coordinate a HHW/CESQG training program or workshop with field partners (i.e. HHW task force, AISWMD, IACT, etc.).

By: June 30, 2002

% Complete & Status:

100% complete.

- (g) Organize and coordinate an open dumping and illegal burning workshop for public officials with field partners (i.e. SIRI, NIRI, AISWMD, IACT, etc.).

By: June 30, 2003

% Complete & Status:

100% complete for Open Dumping workshop, the illegal burning workshop coordination is ongoing and is planned to be implemented in the FY 03-05 EnPPA cycle.

- (h) Organize and coordinate with local solid waste management districts an education and technical assistance workshop with Goodwill Industries regarding household generated hazardous material collection and handling.

By: June 30, 2003

% Complete & Status:

0% complete. Project not initiated due to lack of funding.

- (i) Provide technical and financial assistance to a Southwestern Indiana Glass Reuse Pilot Project, coordinated through the IDEM Southwest Regional Office with additional support from the Indiana Department of Transportation.

- Start-up of pilot project

By: June 30, 2002

% Complete & Status:

100% complete for IDEM support. Field startup by the Solid Waste Management Districts began summer 2002.

- Progress report on project

By: June 30, 2003

% Complete & Status:

100% complete.

- (j) Provide technical and financial assistance to a Southeastern Indiana State Park Composting Pilot Project, coordinated through the IDEM Southwest Regional Office with additional support from the Department of Natural Resources.

- Start-up of pilot project

By: June 30, 2002

% Complete & Status:

50% complete. The Department of Natural Resources faced financial challenges and placed this project on hold.

- Progress report on project

By: June 30, 2003

% Complete & Status:

50% complete. This project was stalled due to budgetary issues. The project may be revisited at a later date.

- d) Evaluate State's progress on meeting state's recycling goals (50% diversion) by 2001.

- (1) Perform State wide recycling measurement survey
- (a) Provide study results, evaluation, and recommendations regarding the measuring of source reduction and recycling progress. Produce final report.
- By: December 31, 2001
- % Complete & Status:**
100% complete for FY02. 85% complete for FY 03. Working to evaluate data and provide recommendations.
- (b) Meet with Office of Air Quality, Office of Land Quality, and Office of Water Quality at least quarterly to evaluate and give input on cross-agency priority work.
- e) Investigate and develop tire recycling program (IC 13-20-13-8)
- (1) Establish working group to investigate tire recycling options.
- (a) Organize and coordinate short-term task force with interested field partners to investigate recycling options for illegally dumped tires.
- % Complete & Status:**
100% complete. Final recycling options and grant guidelines developed.
- (b) Provide final recommendations report.
- By: December 31, 2001
- % Complete & Status:**
100% complete.
- (2) Develop financial and technical assistance tools to promote tire recycling.
- (a) Explore financial assistance options with Office of Land Quality to promote tire recycling.
- % Complete & Status:**
100% complete. \$500,000 offered in Grants for FY03.
- (b) Based on approved recommendations, develop tire recycling grant program guidelines, application forms, and policies.
- By: June 30, 2002
- % Complete & Status:**
100% complete. Grant guidelines and forms developed. Final version distributed via listserve and web page.
- (c) Develop marketing brochure and web site material to promote tire recycling grant program.
- By: June 30, 2002
- % Complete & Status:**
100% complete. Document finalized and posted on Web.
- (d) Implement tire recycling grants program.
- By: July 1, 2002
- % Complete & Status:**
100% complete. Program approved, grant application released March 1st. Web page posting on March 11th.
- (e) Complete at least one advertised grant round.
- By: June 30, 2003

% Complete & Status:

100% complete. Awarded 5 Tire grants for a total of \$90,000.

3) Operations Branch

The Operations Branch assists all staff within OPPTA to complete projects and special assignments. The Branch is responsible for tracking accounts, assisting with Boards and committees, database development and tracking, and a myriad of support functions.

a) Toxic Release Inventory File Room:

- (1) Prepare all TRI reports prior to 1995 for microfilming by the Commission on Public Records. This project will continue for FY 2002 and 2003. The goal is to complete a minimum of 12.5% of records per quarter.

Beginning: July, 2001

% Complete & Status:

100% complete. All scheduled records are filmed.

- (2) Utilize a multi-document scanner to electronically records all new TRI submission beginning with the reports received in 2001.

% Complete & Status:

0% complete. Scanner is working properly and is being utilized regularly by the Office of Pollution Prevention & Technical Assistance and other Indiana Department of Environmental Management offices. Electronic scanning of Toxic Release Inventory forms was put on hold, and the Office of Pollution Prevention and Technical Assistance staff is working to achieve a higher ratio of electronic submission for report year 2002.

- (3) Acquire and utilize a reader/printer to reproduce microfilmed records.

% Complete & Status:

100% complete.

- (4) Work with the P2 Branch to encourage all TRI reporters to submit their annual reports in electronic format. Each year focus on reaching those whom file on paper at least 3 months prior to the annual deadline.

% Complete & Status:

100% complete. Facilities submitting hard copy reports that appear to be produced from the electronic software are being contacted and asked to submit data on disk. Staff are looking into the possibility of putting together a workshop on how to use the electronic software to further increase submittal via electronic means.

b) Mailing List Consolidation:

Continue to centralize the various mailing lists used by OPPTA for one-stop updates to all the lists. Coordinate with the MACS lists and update as new addresses changes or requests arrive.

% Complete & Status:

100% complete.

c) Utilize PC's to Send Multiple Faxes:

- (1) Assure that all Operations staff PC's are loaded with fax software.

% Complete & Status:

100% complete. Loaded on all Personal Computers that will handle the work.

- (2) Train all Operations staff to utilize PC's to send faxes for OPPTA staff.

By: December 1, 2001

% Complete & Status:
100% complete.

- (3) Designated staff in Operations will be charged with preparing group lists for faxes, such as SWMD, Partners and other groups we frequently contact.

By: December 1, 2001

% Complete & Status:
100% complete.

d) Develop Performance Track Process (in cooperation with USEPA):

- (1) Operations will work with the OVC Branch Chief to continue the environmental stewardship performance track process for Indiana applications.

% Complete & Status:
100% complete. No new rounds occurred during this reporting period.

- (2) Procedures will be incorporated into COP's.

By: January 1, 2002

% Complete & Status:
100% complete.

- (3) First draft completed.

By: September 30, 2001

% Complete & Status:
100% complete.

- (4) Ensure that any US EPA final reports are prepared in a timely manner and deadlines set by US EPA are met.

% Complete & Status:
100% complete. Grant closed out.

e) Meeting Lists and Arrangements:

- (1) Operations Staff will develop a list of facilities available for various sized meetings.

By: October 30, 2001

% Complete & Status:
100% complete. Updates required from time to time.

- (2) The Operations Branch Chief will coordinate with the OPPTA Branch Chiefs to encourage the use of Operations staff for meeting arrangements.

Beginning: November, 2001

% Complete & Status:
100% complete. Branch Chiefs have become very good at utilizing the Operations staff for meeting arrangements and encouraging their staff to do the same.

- (3) Create a checklist for routine staff meetings and for each routine outreach function.

- (a) State Fair checklist by July 15, 2001 and other event checklists should be ready at least 60 days prior to the event. Each checklist should be reviewed

immediately after an event and recommended changes made. Each checklist should be updated 6 months prior to subsequent routine events. An example is the State Fair checklist should be ready for the 2002 fair by March 1, 2002.

% Complete & Status:

The State Fair is no longer coordinated through the Office of Pollution Prevention and Technical Assistance; therefore, no checklist is required. Governor's Awards checklist is prepared and Current Operating Procedure's written for process. The checklist is updated as necessary. Preparation for other events managed by program.

- (4) Operations will ensure all OPPTA public meetings are listed on the Web, with agendas, at least two weeks before meetings.

% Complete & Status:

100% complete - ongoing.

- f) Presentation Training:

If there is sufficient need by other Branches within OPPTA, Operations will train secretarial and administrative assistant staff in the use of PowerPoint to develop presentations. Training will be approved using the State training center and staff will be required to complete beginning level training and may be required to complete an intermediate or advanced offering.

- (1) Beginning training approved

After: July 1, 2001

% Complete & Status:

100% complete.

- (2) Beginning training completed

By: February 1, 2002

% Complete & Status:

100% complete.

- g) Recognition through Awards

- (1) Coordinate, organize and implement annual awards ceremony for Recycling, P2, or a combined Environmental Award. All tasks will be completed according to an event calendar developed in cooperation with the Awards Program Director, appropriate program Branch Chief, the Assistant Commissioner, and the Operations Branch Chief. This schedule will be created using the COP under development.

By: September 1, 2001

% Complete & Status:

100% complete.

- (2) Award winners will be listed on the IDEM web page within 2 workdays of the date of presentation.

% Complete & Status:

100% complete for 2002 Award winners. The 2003 Award winners will not be posted to the web until October 2003 as scheduled.

- (3) In conjunction with the appropriate branch the Program Director will promote and encourage nominations for each award program. Campaign timing will be a part of the schedule developed in g)(1) above.
- % Complete & Status:
100% complete.
- (4) Propose a draft plan to streamline and coordinate the Governors' Awards.
- By: October 1, 2001
- % Complete & Status:
100% complete.
- (5) If the proposal to streamline and coordinate the Governors' Awards is accepted, create final plan within one month after acceptance.
- % Complete & Status:
100% complete.
- h) Provide Quality Assistance to all callers contacting IDEM main phone lines.
- (1) Train receptionists in the Executive area about the use of the Agency Director with emphasis on appropriate Branches or personnel in OPPTA whenever new staff is hired or when misdirected calls increase.
- % Complete & Status:
100% complete.
- (2) Hold quarterly training, information sessions with the front desk personnel in the Executive department for OPPTA function and duty updates.
- % Complete & Status:
100% complete.
- i) Maintain a regulatory resource library for compliance and technical assistance staff:
- (1) Gather all IDEM non-rule policy documents.
- By: January 1, 2002
- % Complete & Status:
100% complete and ongoing.
- (2) Gather all final rules published in the Indiana Register that are not covered in the most recent statute books.
- By: January 1, 2002
- % Complete & Status:
100% complete and ongoing.
- (3) Final rules and non-rule policy documents or their electronic addresses are located on the I drive under Regulatory clearinghouse and is updated monthly.
- % Complete & Status:
100% complete and ongoing.
- (4) An annual list of all-new final rules and NRPDS will be provided through DMS within 1 month of the close of the Fiscal Year.
- % Complete & Status:
100% complete and ongoing.

- (5) Provide all OPPTA staff with any updated Web site that offers the above information if developed, within 1 month of it's development.

% Complete & Status:
100% complete and ongoing.

- (6) Distribute any updated final rules to OVC staff for review as they are received.

% Complete & Status:
100% complete and ongoing.

- (7) Update the "Environmental Compliance in Indiana" monthly. Inform the staff of this updates availability via e-mail whenever updates occur.

% Complete & Status:
100% complete. Office of Pollution Prevention and Technical Assistance no longer receives the updates because of the cancellation of the subscription to save money.

j) Confidentiality Training

- (1) Provide confidentiality training within 21 days of start date for OPPTA's staff person.

% Complete & Status:
100% complete - ongoing. The Office of Voluntary Compliance Branch Chief trained 1 new staff person this quarter.

- (2) Provide confidentiality training within 30 days of start date for any covered person working outside the OPPTA office.

% Complete & Status:
100% complete - ongoing.

- (3) Work with OVC staff to update the confidentiality procedures as needed.

% Complete & Status:
100% complete. The Non-Rule Policy document and the confidentiality procedures have been updated and approved, and were published August 1, 2002 in the Indiana register. The next review will begin toward the end of 2003.

- k) Continue to provide clerical support to the CMTB meetings. This occurs quarterly. Staff will provide note taking and minutes preparation and meeting room arrangements if needed.

% Complete & Status:
100% complete - ongoing.

l) Create and maintain the Document Management System (DMS) library policies and procedures for OPPTA.

- (1) Provide librarians for all but contracts/grants library.

% Complete & Status:
100% complete - ongoing.

- (2) Develop and maintain COP's for utilization of the DMS. Development will be completed.

By: July 31, 2001

% Complete & Status:
100% complete - ongoing.

- m) Maintain a centralized tracking system for expenditures and report expenditures to the Assistant Commissioner monthly during One on One meetings.

% Complete & Status:

100% complete - ongoing. PeopleSoft software is used to look at expenditures and reports.

- n) Create COP list for use by all OPPTA staff

- (1) Compile all current COP's utilized by OPPTA into a DMS.

By: December 31, 2001

% Complete & Status:

60% complete. A request for Current Operating Procedures has been issued to each of the branches within Office of Pollution Prevention and Technical Assistance.

- (2) Maintain the COP data library once established.

% Complete & Status:

0% complete. See above task.

- (3) Develop a system for assessing the need for a COP and review process for proposed COP's prior to entry into the DMS as final.

By: January 1, 2002

% Complete & Status:

100% complete. The Current Operating Procedures was finalized on March 14, 2003.

- (4) Update COPs within 4 weeks of a change to the COP.

% Complete & Status:

100% complete - ongoing.

4) Compliance Assistance Branch

The Office of Voluntary Compliance is the Indiana small business assistance program. We assist regulated entities in achieving compliance and promoting cooperation between the Indiana Department of Environmental Management and regulated entities. Outreach efforts consist of providing assistance to inquiries; developing compliance manuals, developing recognition programs, assistance brochures, fact sheets and conducting educational workshops. To effectively provide the type of assistance that may be required by the regulated community, the Office of Voluntary Compliance employees maintain a strict confidentiality policy.

- a) Compliance Assistance

Continue Office of Voluntary Compliance (OVC)/Compliance and Technical Assistance Program (CTAP) to assist regulated entities in achieving regulatory compliance and promote cooperation between the department and regulated entities. (IC 13-28-1-2).

- (1) Provide high quality compliance assistance to all callers who are referred to the OPPTA phone assistance team to increase the number of true confidential assistance calls.

% Complete & Status:

100% complete.

- (a) Redistribute and/or evaluate the phone assistance team routing form (i.e. more road trips).

By: August 31, 2001

% Complete & Status:

100% complete. New Phone Assistance Team list was completed on August 31, 2001.
Front desk staff were trained on the new procedures and list.

- (b) Continue totaling calls and site visits from CTAP database every two weeks and report in OVC bi-weekly. Develop report for C/E Team and Assistant Commissioner for planning purposes.

% Complete & Status:

100% complete. Calls and site visits are tallied and reported every two weeks. Over 5,800 phone calls and 1,786 site visits were completed from July 1, 2001 - June 19, 2003.

- (c) Monitor employee use and evaluate responses in CTAP database through monthly report runs.

% Complete & Status:

100% complete. Reports are developed monthly by the Compliance and Technical Assistance Program database manager and provided to management for review.

- (d) Develop COP and instructions for managers on running CTAP database reports.

By: September 30, 2001

% Complete & Status:

100% complete. The Current Operating Procedure reviewed and approved by managers.

- (e) Update COP/instructions for staff using CTAP database.

By: September 30, 2001

% Complete & Status:

100% complete. Final version completed and distributed to staff.

- b) Provide quality assistance to all callers who contact IDEM.
Meet and train new person at IDEM front desk whenever turnover occurs.

% Complete & Status:

100% complete. No new front desk staff to train this quarter.

- c) Provide high quality compliance assistance for all on-site visits.

- (1) Develop an electronic audit tool for on-site/prioritization.
Activities include the following:

- (a) Research and gather existing IDEM audit tools (inspector checklists, multi-media checklists).

By: August 30, 2001

% Complete & Status:

100% complete.

- (b) Develop additional audit tools to fill in gaps of existing tools.

By: December 31, 2001

% Complete & Status:

100% complete. The Compliance and Technical Assistance Program staff developed an Industrial Waste audit tool for distribution to the main compliance assistance providers. A multimedia audit tool has also been developed for use by compliance assistance providers.

- (c) Develop presentation for OVC staff that covers final audit tool.

By: January 31, 2002

% Complete & Status:

100% complete. Audit tool documents have been provided to compliance assistance providers.

(d) Present audit tool to OVC staff.

By: February 28, 2002

% Complete & Status:

100% complete.

(2) Promote on-site assistance through targeted distribution (i.e. agency and office priorities such as salvage yards, metal casting...) of CTAP marketing brochure throughout the two years.**(a) Distribute at least 2,000 brochures.**

By: July 1, 2002

% Complete & Status:

100% complete.

(b) Distribute another 2,000 brochures.

By: July 1, 2003

% Complete & Status:

100% complete.

(3) Complete 150 on-site visits by the regional offices and the Indianapolis office.

By: January 1, 2002

% Complete & Status:

100% complete. Completed by September 14, 2001.

(4) Conduct an additional 150 on-site compliance assistance visits.

By: July 1, 2002

% Complete & Status:

100% complete. Completed by December 28, 2001.

(5) Complete an additional 150 on-site compliance assistance visits.

By: January 1, 2003

% Complete & Status:

100% complete. Completed by March 22, 2002.

(6) Complete an additional 150 on-site compliance assistance visits (600 total).

By: July 1, 2003

% Complete & Status:

100% complete - ongoing. Completed by May 20, 2002. Since July 1, 2001, 1786 site visits have been performed.

d) Provide quality regional compliance assistance for targeted sectors.**(1) Participate in salvage yard workgroup including assisting with workshops.**

By: December 31, 2002

% Complete & Status:

100% complete. Workshops were scheduled and held by the Office of Planning and Assessment. Cross training for the Indiana Department of Environmental Management staff is scheduled to occur soon. Two confidential compliance site visits were performed this quarter.

- (2) Hold 5 regional workshops on compliance issues/reuse opportunities for the waste tire sector.

By: June 30, 2002

% Complete & Status:

100% complete. Instead of doing 5 workshops, this objective was changed to have all Indiana waste tire processors be visited or contacted. Conducted two waste tire processing/storage facility site visits to assist with compliance issues for new contingency plan requirements. All waste tire processor facilities have been visited except for one, which refused technical assistance.

- (3) Assist IDEM's Agriculture Liaison with compliance assistance for the Confined Feeding Operations sector. The assistance will include managing a contract to develop a compliance assistance video.

% Complete & Status:

100% complete. 750 copies of the videotape have been made and will be distributed by the Agricultural Liaison. The final invoice was processed and the contract has been closed.

- (4) Hold 1 workshop on issues for the metal casting industry relating to the EPA Sustainable Industries Project.

% Complete & Status:

100% complete. In August 2002, at EPA's contractors' office in Indianapolis, a workshop was held for interested Indiana foundries. Approximately 20 foundries were in attendance. EPA reviewed the Sustainable Industries Project, and the contractor reviewed ISO 14001.

- e) Build and coordinate effective and cooperative working relationships with program areas by attending internal meetings and joint office meetings.

- (1) Work with OAQ, OLQ and OWQ staff to set up training sessions on one topic for each office every six months.

% Complete & Status:

100% complete. The Compliance and Technical Assistance Program (CTAP) staff continue to regularly attend Air's branch meetings and Land's Regulatory Advisory Group meetings. Compliance and Technical Assistance Program staff attended Office of Water Quality's monthly informational sessions this quarter. A presentation was setup and performed by an air permit writer and another by the Director of the Criminal Investigations Division. These presentations trained CTAP staff on how to calculate potential to emit emissions and what environmental violations should be referred to the criminal investigations division.

- (2) Assist the Office of Enforcement, as part of the Pollution Prevention Integration Project, in increasing the number of acceptable Pollution Prevention SEPs in enforcement actions. The Multi-media Enforcement Tracking database will be used to track progress.

% Complete & Status:

100% complete. Since July 1, 2001, the Pollution Prevention Branch staff provided input to eight supplemental environmental projects (SEP) from the Office of Enforcement. The Office of Enforcement during this reporting period requested 2 supplemental environmental project reviews. Both requests were completed within established timeframes.

- (3) Meet, as needed, with the program areas on joint agency priorities to track progress on each.

% Complete & Status:
100% complete.

f) Offer Technical Assistance through Inspection and Enforcement Referrals

- (1) Contact facility to determine possible assistance efforts within 10 business days of assignment.

% Complete & Status:
100% complete. 14 referrals were made during this reporting period. Since July 1, 2001, the Compliance and Technical Assistance Program staff contacted 204 facilities through inspector referrals

- (2) Perform on-site visit, if necessary, within 30 business days of contact.

% Complete & Status:
100% complete. To-date, 28 site visits have occurred from inspection referrals.

- (3) Provide progress/update information into CTAP database within 5 business days after closure.

% Complete & Status:
100% complete. Another tracking system was developed and has just begun to be used. The system consists of an Excel spreadsheet that better tracks the results of the referrals. A modification to the Compliance and Technical Assistance Program database will occur during the next year.

- (4) Follow-up development and tracking.

% Complete & Status:
100% complete. The Site Visit Survey has been developed and incorporated into the Compliance and Technical Assistance Program database. The Compliance and Technical Assistance Program generates a letter for Pollution Prevention and Compliance Assistance site visits. A site visit survey is enclosed with the letter to the customer. The date provided by business entities will generate economic and environmental information relating to the Compliance and Technical Assistance Program staff's actual visit. The site visits completed in April, May, June, July, August, September, October and November 2002 have gone out. To-date, 12 surveys have been completed.

g) Education and Outreach

Continue to develop and distribute educational outreach materials through public outreach and training sessions regarding environmental requirements, compliance methods, voluntary environmental audits, and pollution prevention technologies. (IC 13-28-3-2)

- (1) Provide general compliance education to our external customers on technical issues, upon request.

(a) Outreach

Provide staff attendance or booth displays at the following conferences, and workshops: State Fair, Black Expo, Governors Conference on the Environment, Indiana Association of Cities and Towns annual conference.

% Complete & Status:
100% complete. Several presentations were performed by staff during Earth Week.

(b) Small Water Compliance/Compliance Assistance Strategy

- Assist OWQ in developing Small Operations Strategy (SOS) to identify and evaluate systems with operational and compliance problems.

By: October 1, 2001

% Complete & Status:

100% complete. Small Operations Strategy has been finalized.

- Assist OWQ in screening and prioritizing systems with identified problems based on health and environmental problems.

By: October 1, 2001

% Complete & Status:

100% complete. Mechanism to screen and prioritize systems has been identified.

- Assist OWQ in identifying and developing tools to be used in assisting small systems including financial, management and technical components and develop criteria and source for the financial assistance fund.

By: December 1, 2001

% Complete & Status:

100% complete. Tools have been identified through strategy.

- Assist OWQ in developing system to quantify health and environmental improvements.

By: December 1, 2001

% Complete & Status:

100% complete. The Office of Water Quality has developed system.

- With OWQ, assist 36 small systems in water, wastewater or both.

By: June 30, 2003

% Complete & Status:

0% complete. No system have been identified to date by the Office of Water Quality.

(c) Integrated Pest Management (Assisting OPA)

- Assist OPA in finishing pilot program with childcare facilities and schools.

By: December 31, 2001

% Complete & Status:

100% complete.

- Assist OPA in implementing the models at schools and childcare facilities.

By: June 30, 2003

% Complete & Status:

100% complete.

- Assist OPA in developing an outreach plan to reach additional childcare facilities on implementing IPM.

By: June 30, 2002

% Complete & Status:

100% complete.

- Also, assist OPA in implementing the plan.

By: June 30, 2003

% Complete & Status:

100% complete. The Office of Pollution Prevention and Technical Assistance staff continue to visit childcare facilities and promote the Integrated Pest Management practices.

- Assist OPA in finalizing and implementing a plan to distribute the curriculum to childcare facilities.

By: June 30, 2003

% Complete & Status:

100% complete. Development has begun, and plans to be finished by summer of 2003.

(d) Mercury Education

- Assist OPA in continuing mercury programs to educate businesses, industries, and citizens of Indiana.

Through: June 30, 2003

% Complete & Status:

100% complete. Mercury exchanges are complete, and all thermometers have been distributed. The Office of Pollution Prevention and Technical Assistance staff continue to participate in the Mercury workgroup and assist the Office of Planning and Assessment with educating customers. A summary of the mercury exchanges is available at <http://www.in.gov/ide/ctap/mercury/exchanges.html>

- Assist OPA/IDEM in mercury inventory project – specifically for dentists, hospitals and salvage yards.

% Complete & Status:

100% complete. The staff of the Office of Pollution Prevention and Technical Assistance developed forms for documentation of mercury collection for dentists and is assisting the Office of Planning and Assessment to ensure regulations are followed.

(e) Child Care Education

- Assist OPA in marketing the childcare training video and the manual along with other 5 star tools.

By: June 30, 2002

% Complete & Status:

100% complete. The manual is available on the web and the the Office of Pollution Prevention and Technical Assistance staff have assisted the Office of Planning and Assessment in marketing and distributing the video and the manual.

- Assist OPA on developing an environmental education curriculum for childcare facilities.

By: June 30, 2002

% Complete & Status:

100% complete. Staff has provided the Office of Planning and Assessment's education coordinator with input on draft education curriculum for childcare facilities.

- Assist OPA on partnering with Cinergy and Lilly to work in Environmental Justice areas in assisting the facilities to be apart of the 5-Star program.

By: June 30, 2003

% Complete & Status:

100% complete. The Office of Pollution Prevention and Technical Assistance staff handled 29 phone calls and preformed 15 site visits.

(f) Hospital Mercury Reduction Program

- Develop plan to transition facilitation and managing of quarterly Hospital Advisory Group meetings to association or other current member after evaluating the results of the program.

% Complete & Status:

100% complete. This program has been evaluated. Pledge program reverted to national program.

- Continue to work with hospitals throughout the state in holding mercury thermometer exchanges.

% Complete & Status:

100% complete. All thermometers were distributed.

- By July 1, 2003, at least five hospitals will have held a mercury thermometer exchange with over 500 thermometer exchanges occurring.

% Complete & Status:

100% complete. Five hospitals has held a thermometer exchange since July 1, 2001. A total of 1,361 thermometers were exchanged.

(g) Metal Finishers 5-Star Program (in cooperation with USEPA)

- Develop postcard/application for 5-Star program.

By: August 1, 2001

% Complete & Status:

100% complete.

- Publish announcement of 5-Star program in "Indiana Environment", put field filling PDF copy on web and mail copies of 5-Star application to interested Indiana metal finishers.

By: January 1, 2002

% Complete & Status:

100% complete. The Office of Pollution Prevention and Technical Assistance staff worked with the Media and Communications group to promote this program. An article was distributed in interested trade publications and journals.

- Recognize first 5-Star Program metal finishers.

By: March 15, 2002

% Complete & Status:

100% complete. The first round of 5-Star awards were distributed at the Pollution Prevention for Platers conference at Purdue University on March 28, 2002. Nine facilities received awards, including Wayne Metal Protection, which was the state's only 5-star award winner. The Indiana Department of Environmental Management and U.S. EPA presented the nine awards. Approximately 80 people were in attendance. The office of Media and Communications distributed a press release announcing the winners.

- Recruit 10 metal finishers into the program.

By: January 1, 2003

% Complete & Status:

100% complete. Three new facilities applied for the second round and 1 facility applied for a fifth star (former 4-star winner). The review committee met on October 1, 2002. All 4 applicants were accepted after a compliance check was done. Therefore, the program now has 12 facilities in it. The 2nd round awards were given out at the November 7, 2002 Strategic Goals Program meeting.

- Evaluate the need to continue program after one year.

% Complete & Status:

100% complete. Review completed. The 3rd round has closed. Six of the 8 facilities that needed to reapply did so. The 2nd and 3rd round award winners were recognized at the Platers Conference on March 27, 2003.

(h) Sectors

Continue to educate the following sectors: drycleaner, vehicle maintenance, childcare, Heating Ventilation and air-conditioning Pledge, collision repair, metal finishing and fiberglass reinforced plastics.

- Develop email distribution system for updating the wood finishing and fiberglass sectors on regulations.

By: August 30, 2001

% Complete & Status:

100% complete.

- Evaluate the success of each 5-Star program and make recommendations on the future of each program.

By: August 30, 2001

% Complete & Status:

100% complete. Recommendations were made to the Governor's Office.

(2) Create sector specific compliance information.**(a) Printers**

- Create postcard announcing new manual with web address and send out to Indiana printers.

By: August 1, 2001

% Complete & Status:

100% complete. The Printer's trade association decided to distribute manuals mainly through workshops, rather than announcing their availability through postcards.

- Develop manual for web site, if approved by PII.

By: August 15, 2001

% Complete & Status:

100% complete. A PDF version of the manual is now available on the Compliance and Technical Assistance Program's website at: www.IN.gov/idem/ctap/printer/index.html

- With Printer's Advisory Committee input develop strategy for outreach.

By: September 1, 2001

% Complete & Status:

100% complete.

- Implement strategy

By: June 30, 2002

% Complete & Status:

100% complete. Printers association held workshops throughout the state, and the manual was put on the web.

(b) Auto Refinishers

- Create postcard announcing new manual with web address and send out to Indiana auto refinishers.

By: November 1, 2001

% Complete & Status:

100% complete. The new web address is: www.state.in.us/ide/ctap/collision/index

- Distribute manual through 5 regional workshops.

By: July 1, 2002

% Complete & Status:

100% complete. Three workshops were held. Reservations for the four other workshops were very low; therefore, they were cancelled. The two workshops held on November 20 and 21, 2002 in Cambridge City had over 70 in total attendance.

- Update manual, obtain OLC approval and put on web site.

By: April 30, 2003

% Complete & Status:

100% complete. A revised manual was completed and uploaded to the web at <http://www.in.gov/ide/ctap/collision/manual/index.html>

(c) Styrene/Wood Finishers

- Update manual, obtain OLC approval and put on web site.

By: April 30, 2002 and April 30, 2003

% Complete & Status:

100% complete. Both manuals are complete and are on the web. Revision will be completed by the Clean Manufacturing Technology Institute.

- Communicate, at a minimum, biannually with the styrene and wood-finishing sector.

% Complete & Status:

100% complete. Information is communicated via an electronic e-mail system. Feedback from users has been excellent.

(d) Childcare Facilities

- Update manual, obtain OLC approval and put on web site.

By: April 30, 2002 and April 30, 2003

% Complete & Status:

70% complete. Project was not completed because of staffing shortages. The review will continue once staffing shortages are addressed.

- Facilitate 5-Star awards review committee meetings at least biannually.

% Complete & Status:

100% complete. The review committee met again. For the round held during this quarter, 6 childcare facilities were accepted into the program. Visit <http://www.IN.gov/ideam/kids/5star/participants.pdf> for a complete listing.

- Continue development of a newsletter (biannual) to 5-star participants with a focus on a specific subject each season (fire prevention, chemical safety, mercury clean out, lead safety, asthma, ozone awareness, etc.) The newsletter shall be developed for OPPTA's web site.

% Complete & Status:

100% complete. No new issues of the Newsletter were distributed this period.

(e) Vehicle maintenance

- Convert manual to Word.

By: December 31, 2001

% Complete & Status:

100% complete.

- Update manual, obtain OLC approval and put on web site.

By: April 30, 2002 and April 30, 2003

% Complete & Status:

100% complete. Comments were received from the Office of Land Quality. The Compliance and Technical Assistance Program staff incorporated the comments.

- Develop plan to address long term needs of sector and continued assistance, including recommendations and work with trade association.

% Complete & Status:

100% complete. Compliance and Technical Assistance Program will continue to provide phone and on-site assistance and manage the 5-Star award program.

(f) Drycleaners

- Update manual, obtain OLC approval and put on web site.

By: April 30, 2002 and April 30, 2003

% Complete & Status:

100% complete. The manual has been updated and put on the website.

- Explore transitioning manual and 5-star program to trade association.

% Complete & Status:

100% complete. The Office of Pollution Prevention and Technical Assistance staff met with the 5-Star Review Committee workgroup to discuss transitioning program. The committee proposed ideas that may make the program better. A memo on this program was prepared and submitted to Deputy Commissioner.

(g) Metal Casting Industry (Joint Project with EPA Headquarters)

- Work with Indiana Cast Metals Association (INCMA) and Department of Commerce on developing and marketing foundry sand reuse opportunities and finalizing the National reuse guidance to states and industry.

By: July 1, 2002

% Complete & Status:

100% complete. The final draft was completed and distributed for the foundry sand reuse guidance document.

- Assist in implementing environmental management systems at 5 to 10 small metal casting facilities.

By: July 1, 2003

% Complete & Status:

80% complete. EPA has not made any progress since the last meeting in October 2002. A status report from EPA has not been received to date, despite repeated requests.

- Facilitate the finalizing of the National New Source Review (NSR) guidance for metal casting facility operators and regulators. This document will be initially drafted by EPA, then tailored by IDEM to meet Indiana specific needs.

By: June 30, 2002 — Final document completed

% Complete & Status:

99% complete. Waiting for EPA and the contractor to distribute finalized document. The final product has been delayed due to budgetary constraints at EPA and changes in legislation. No change since last quarter.

- Assist Indiana participating facilities in meeting goals that complement the "Industry of the Future" program that metal casters have established with the U.S. Department of Energy.

% Complete & Status:

The Indiana Department of Environmental Management will not be assisting on this project as the project has been eliminated by US EPA.

- (3) Update Compliance and Technical Assistance Program web page and supporting documents each quarter.

% Complete & Status:

100% complete. Web pages have been updated as needed.

- (4) Manage OPPTA's web site including the following activities:

- (a) Review new pages within 5 working days for proper format.

% Complete & Status:

100% complete. No major new pages this reporting period.

- (b) Update/track OPPTA "web hits" on a monthly basis and report to OPPTA's managers.

% Complete & Status:

100% complete. A web report was submitted to managers for review.

- (c) Ensure links and format is consistent throughout all of web site quarterly.

% Complete & Status:

100% complete. Links reviewed as much as possible with current staffing resources.

- (5) Environmental Management Systems

- (a) Assist three state government facilities in implementing an environmental management system (based primarily on ISO-14001) as outlined in memo of understandings and Governor O'Bannon's Greening the Government Initiative.

- Develop for review and comment by the government facility all documents, guidelines and procedures relevant to an environmental management system.

By: June 30, 2002

% Complete & Status:

35% complete. No progress. Lack of commitment from the 3 agencies and budget issues. An effort to restart the State Motorpool and Indiana Department of Transportation projects was tried. No progress at all and the projects are no longer being considered.

- Prepare a final report to include recommendations on future environmental management system activities within state government, costs associated with implementation, cost savings and recommendations for pollution prevention, source reduction and recycling including specific fiscal impact analysis of the pilot facilities.

By: July 31, 2002

% Complete & Status:

0% complete. See above.

- Develop follow-up survey.

By: July 31, 2002

% Complete & Status:

0% complete. See above.

- Review the follow-up survey from each government facility.

By: June 30, 2003

% Complete & Status:

0% complete. See above.

- (b) Manage Environmental Performance Track applications, as submitted and according to EPA's schedule, and develop recommendations on whether each facility merits entrance into the program based on compliance history. IDEM and EPA shall coordinate regarding facilities without a certified EMS or who are randomly picked to be visited.

% Complete & Status:

100% complete. No new rounds this quarter. A presentation was made to IDEM's Senior Staff concerning Performance Track and the proposed regulatory flexibility ideas. EPA published an additional round of benefits for comment this quarter.

- (c) Evaluate other possible uses of EMS's and the quantity and depth of inspections for facilities that have comprehensive EMS's in place.

% Complete & Status:

100% complete. Working with the Office of Planning and Assessment on an Environmental Management System and Schools project with EPA. This project is on permanent hold though until EPA funds the project.

- h) Provide administrative and technical support for the compliance advisory panel. (IC 13-28-3-2 (7))

- (1) Coordinate with Office of Business Relations for support of this legislative committee.
Provide administrative support for the compliance advisory panel, create agenda and provide meeting notes.

% Complete & Status:

100% complete. The advisory panel met on October 23, 2001 and October 10, 2002.

- (2) Prepare a compliance and technical assistance annual report for the web. (IC 13-28-3-3)

- (a) Prepare a biannual summary (executive summary) of technical assistance efforts for appropriate distribution.

By: December 31, 2001; June 30, 2002; December 31, 2002;
June 30, 2003

% Complete & Status:

100% complete. See Compliance Advisory Panel report section below.

- (b) Prepare a technical and compliance assistance annual report each fiscal year through the Compliance Advisory Panel report.

■ Complete draft report

By: January 31, 2002 and January 31, 2003

% Complete & Status:

100% complete. 2001 and 2002 report completed.

■ Complete final report

By: February 28, 2002 and February 28, 2003

% Complete & Status:

100% complete. 2001 and 2002 report completed.

- (c) Prepare an executive summary of the annual report.

By: February 28, 2002 and 2003

% Complete & Status:

Report shortened substantially, and, therefore, no longer requires an executive summary.

- (d) Publish to web and provide notice to legislature and copies to Environmental Quality Service Council and the Governor.

% Complete & Status:

100% complete. Reports available at: <http://www.in.gov/idem/ctap/updates.html>.

- (3) Prepare a Small Business Assistance Program (SBAP) Annual Report

- (a) Prepare a Small Business Assistance Program report each year.

■ Complete draft report

By: February 15, 2002 and February 25, 2003

% Complete & Status:

100% complete. 2001 and 2002 report completed.

■ Complete final report

By: March 1, 2002 and March 1, 2003

% Complete & Status:

100% complete. 2001 and 2002 report completed.

- (b) Provide copy to EPA small business assistance office.

% Complete & Status:

100% complete.

- (c) Perform analysis on National SBAP report data and provide to Assistant Commissioner.

% Complete & Status:

100% complete. EPA has not published the latest report yet so that an analysis can be performed.

- i) Insure all inquiries to the Office of Voluntary Compliance are kept confidential. (IC 13-28-3-4)

Marc Hancock and Jim Mahern

Confidentiality Policy

- (a) Review confidentiality procedures with Assistant Commissioner and Office of Legal Counsel annually and update as needed.

% Complete & Status:

100% complete. The Nonrule Policy Document has been finalized and approved. The Nonrule Policy Document and the new "Clear and Immediate Danger" worksheet and procedures were presented to all three boards (water, land and air). A copy of the Nonrule Policy Document was published in the August Indiana Register.

- (b) Provide annual refresher training to Operations staff providing confidentiality training.

% Complete & Status:

No longer applicable. The Office of Voluntary Compliance Branch Chief is now responsible for providing training.

14. SOUTHWEST REGIONAL OFFICE

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 Director
 Southwest Regional Office
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The Southwest Regional Office serves the counties of Crawford, Daviess, Dubois, Gibson, Knox, Martin, Orange, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick in southwest Indiana by providing a local access to permits, inspection reports and general information on environmental activities with State, municipal, and industrial facilities. In addition, staff of the Southwest Regional Office answer questions from the public on a wide range of environmental subjects and represents the environmental community at important gatherings.

Please note that the timeframes of many Southwest Regional Office priorities were adjusted to account for projects that are ongoing throughout the duration of this EnPPA cycle.

1) OAQ – Air Compliance

- a) Provide technical assistance and outreach to two (2) communities in partnership with OPPTA on compliance with Open Burning regulations.

By: June 30, 2002

% Complete & Status:

100% Complete – Over the course of the reporting period, Open Burning presentations were made to 4 different communities in the southwest region; Princeton, Chrisney, Cannelton, and Elberfeld.

- b) Conduct one (1) joint inspection with Department of Natural Resources, Division of Reclamation inspector on fugitive dust complaints at a coal mine in the Southwest Region.

By: June 30, 2003

% Complete & Status:

100% Complete- Conducted inspection with DNR Reclamation inspector at Somerville Mine on 6/11/03

- c) Provide technical assistance and outreach to two (2) communities in partnership with OPPTA on compliance with Open Burning regulations.

By: June 30, 2003

% Complete & Status:

100% Complete –SWRO staff worked with OPPTA to provide Open Burning presentations to the communities of Paoli and English and Marengo.

2) OAQ– Air Compliance

- a) Work with the Department of Natural Resources (DNR) to develop a Current Operating Procedure (COP) or Memorandum of Understanding (MOU) addressing the handling of Fugitive Dust complaints from coal mine blasting.

By: June 30, 2003

% Complete & Status:

100% Complete (for both 2002 and 2003) - worked with Beth Bell to provide two presentations for the Citizen's Action Coalition in Paoli, Indiana to approximately 30 persons this quarter, impacting more than one community in Orange County.

- b) Conduct one (1) joint inspection with Department of Natural Resources, Division of Reclamation inspector on fugitive dust complaints at a coal mine in the Southwest Region.

By: June 30, 2003

% Complete & Status:

100% complete. SWRO staff conducted a joint inspection with DNR reclamation inspector at Cannelburg Mine on 6/3/03.

- c) Work with the Department of Natural Resources (DNR) to develop a Current Operating Procedure (COP) or Memorandum of Understanding (MOU) addressing the handling of Fugitive Dust complaints from coal mine blasting.

By: June 30, 2003

% Complete & Status:

100% Complete – A verbal agreement was developed with DNR Mine and Reclamation contacts in the Jasonville, Indiana Office. An actual written MOU was not pursued due to implications on a state-wide basis that could not be pursued from a regional office perspective.

3) OLQ – AG/Solid Waste Compliance

- a) Provide limited emergency response back-up for OER On-Scene Coordinator.

By: June 30, 2002

% Complete & Status:

100% Complete - SWRO Staff provided limited Emergency Response until the position became vacant on 6/20/03.

NOTE: This same goal will not be pursued during the 04 – 06 EnPPA cycle.

- b) Reenergize efforts to resolve compliance issues at the closed Thais Landfill in Knox County.

By: June 30, 2002

% Complete & Status:

25% complete for fourth quarter, 2002.

NOTE: Section Chief resigned. Further action is suspended until support resources can be earmarked in the Ag/SW Compliance Program.

- c) Provide technical assistance and outreach to county and/or city officials responsible for (4) four closed landfills within the Southwest Region.

By: June 30, 2003

% Complete & Status:

100% complete.

4) OLQ – Underground Storage Tanks Compliance

- a) Identify unregistered USTs currently in operation in Vanderburgh County and develop a targeting list for future compliance work with Office of Enforcement.

By: June 30, 2002

% Complete & Status:

0% Complete; suspended – Due to staffing issues, position was transferred from the OLO/Ag and Solid Waste Compliance Program to the SWRO On-Scene Coordinator as of 2/28/02

- b) Work with EPA on resolution of ongoing environmental issues with Dillion Oil field in Dubois County.

Ongoing: Through June 30, 2003

% Complete & Status:

0% complete. DNR's monitoring of the Dillion Oil Field is on-going. EPA did not address the issue this fiscal year.

- c) Work with US EPA on clean-up of the Cub League Baseball Field in Vincennes, Knox County, Indiana.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete - EPA invested greater than \$300,000.00 in cleanup of hundreds of tons of old tar deposits. The City of Vincennes and the Little League Club is responsible for finishing work at the field for next year's use.

- d) Attend three (3) Southern Indiana Brine Coalition meetings and assist to achieve restoration of one (1) brine contaminated site in Posey County.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete - SWRO staff attended brine coalition meetings each quarter.

5) **OAQ – Asbestos/lead Compliance**

- a) Meet with the Evansville Brownfields Coordinator once per quarter to exchange information relating to Asbestos/ Lead issues relating to Brownfields projects in Evansville.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete

- b) Provide education and outreach to twenty-five (25) contacts in the region (including town representatives, mayors, health department inspectors).

By: June 30, 2002

% Complete & Status:

100% complete. Made 10 contacts with local government agencies during fourth quarter.

- c) Provide technical assistance, education and outreach to (25) contacts in the Southwest Region (including mayors, town representatives and local health departments).

Ongoing: Through June 30, 2003

% Complete & Status:
100% Complete

6) OWQ – Drinking Water Compliance

- a) Attend three (3) after hours Town/Water Board meetings to provide education and technical assistance regarding compliance with drinking water standards.

By: June 30, 2002

% Complete & Status:
100% complete. Drinking Water inspector attend three after hours meetings during the fourth Quarter of 2002.

7) OER – Emergency Response

- a) Coordinate efforts with Region V EPA to resolve long-term contamination issues at specific sites in the Southwest Regional area.

■ Dillion Oil Field – Dubois County

% Complete & Status:
0% complete. DNR's monitoring of the Dillion Oil Field is on-going. EPA did not address the issue this fiscal year, therefore, IDEM – SWRO did not have any supporting role to perform.

■ Cub League Baseball Field – Knox County

Ongoing

% Complete & Status:
100% COMPLETE - EPA invested greater than \$300,000.00 in cleanup of hundreds of tons of old tar deposits. The City of Vincennes and the Little League Club is responsible for finishing work at the field for next year's use.

8) OWQ – Wastewater Compliance

- a) Provide technical assistance and outreach to two (2) communities with the assistance of OPPTA on Inflow and Infiltration (I&I) issues.

Ongoing: Through June 30, 2003

% Complete & Status:
100% Complete - Worked with Oakland City, Loogootee and Birdseye Communities as of this quarter. On-going as communities work toward solutions.

9) OPPTA – Source Reduction and Recycling

- a) Provide education and outreach to two (2) governmental entities toward the development and implementation of illegal open burning and open dumping ordinances.

By: June 30, 2003

% Complete & Status:
100% complete. Held one meeting in fourth quarter of 2002.

- b) Work with two (2) municipalities to identify toxic and other environmental issues to encourage the implementation of P2 applications (chemical & energy) where possible.

Ongoing: Through June 30, 2003

% Complete & Status:

100% complete. Held two meetings in fourth quarter of 2002

- c) Conduct 3 outreach meetings on open burning requirements.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete - working with Vanderburgh County.

- d) Work with the Indiana Department of Transportation (INDOT) toward establishment of supplemental material specifications for use of waste tires.

Ongoing: Through June 30, 2003

% Complete & Status:

0% Complete - Grant dollars have diminished and interest has also slowed. INDOT did not agree to specifications. This may be pickup again later. Larry is also working with OPPTA recycling contact.

- e) Provide technical assistance and outreach to two (2) communities with the assistance of Wastewater Compliance regarding Inflow and Infiltration (I&I) issues.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete - Met with Oakland City and Loogootee and Birdseye in final 2002 quarter.

10) SWRO – Outreach & Education Priorities

- a) Meet with 15 Mayors from SW region on a quarterly basis.
(Total: 15 mayors X 8 quarters = 120 meetings)

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete.

- b) Meet with 8 Legislators from SW region at least twice.
(Total: 8 legislatures X 2 meetings = 16 meetings)

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete.

- c) Conduct 3 outreach meetings on open burning requirements.

Ongoing: Through June 30, 2003

% Complete & Status:

100% complete. This quarter, Beth arranged two presentations in Paoli, Indiana Orange County and was assisted by SWRO staff, Gene Kelso and Troy South. Beth also assisted Scott Anslinger for a presentation in Marengo, Indiana, Crawford County. She also made a radio interview with a program called "Cleen Sweeps" in English, Indiana, Crawford County.

- d) Work with 2 schools on environmental issues to increase student awareness and participation.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete - Crawford County presentation consisting of SWRO staff and 33 school teachers from the corporation. Indiana Univ. Southeast; Hanover College; eight (8) schools covered during Earthweek presentations.

- e) Visit 10 clerk treasures.

By: June 30, 2003

% Complete & Status:

100% Complete

- f) Provide education and outreach to two (2) governmental entities toward the development and implementation of illegal open burning and open dumping ordinances. Paoli, Marengo, and English.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete

- g) Work with two (2) municipalities to identify toxic and other environmental issues to encourage the implementation of P2 applications (chemical & energy) where possible. Madison, Marengo, Hanover, and New Albany

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete

11) SWRO – Outreach & Education Priorities

- a) Make contacts with at least 5 local organizations, environmental groups and/or local agencies, to allow our participation or presentations on local environmental events.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete

- b) Conduct 6 educational training meetings on the most pressing issues in the region.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete

- c) Meet with 10% of town councils to explain IDEM's role and/or offer assistance.

Ongoing: Through June 30, 2003

% Complete & Status:

100% Complete

12) SWRO – Administration

- a) Act as regional agency contact to work with the City of Boonville, Warrick County Commissioners and Stonehaven Subdivision Residents Association in Warrick County,

Indiana to assist in resolving wastewater disposal issues. Attend all meetings and disseminate information to program contacts.

Ongoing: Through June 30, 2003

% Complete & Status:

75% complete - Ongoing.

Two meetings completed this quarter. Attended Warrick County Commissioner's meeting to support Stonehaven Sub. Residents. An engineering study was completed and presented to the Commissioner's for their review. Continued support will be necessary to encourage continued financial and enforcement incentives to complete this sanitary collection system project. On-going. NEXT STEPS: 1) resident's meeting and dissemination of the report information to layout costs of this project. 2) Grant Administrator will conduct an income survey of the affected area. 3) meeting will need to be scheduled with the City of Boonville to get input on what their requirements will be to make a connection to the city sewer system. 4) Respond to inquiries from citizens and assist with support letters as necessary. Attended Warrick County Commissioner's meeting on 7/16/03 with Judy Thomann. The commissioner's were informed of their responsibility to proceed with implementing the sewer collection system study for the Stonehaven area. Next Steps: A referral will be provided to Office of Enforcement (Mark Stanifer) and a Draft Agreed Order will be developed and sent to the Warrick County Commissioners. NOTE: This goal will be continued into the next EnPPA cycle.

- b) Act as regional agency contact to work with the City of Evansville and the Jacobsville Neighborhood residents to assist in resolving lead contaminated soil issues. Attend all meetings and disseminate information to program contacts.

Ongoing: Through June 30, 2003

% Complete & Status:

75% complete - Ongoing.

One meeting completed this quarter. Assigned SWRO staff to assist Kevin Turner, EPA contact, to gather lead contamination data from the EPW site using an XRF sampler on January 22, 2003. On-going.

NEXT STEPS:

- 1) EPA must make a determination of the level of financial assistance that federal money can provide if sample results will justify use of federal money.
- 2) Respond to inquiries from citizens and assist with support letters as necessary. EPA and The City of Evansville announced on 7/10/03 that EPA has agreed to provide funds to demolish the structure of the old plating works and remove all contaminated soil associated with the site. The timeline for completion of this project is dependent on various issues. This EnPPA goal will continue into the next cycle.

- c) Act as regional agency contact to work with the City of Evansville, County Commissioners, and Jobe's Lane residents to assist in resolving wastewater disposal and drinking water issues.

Ongoing: Through June 30, 2003

% Complete & Status:

75% complete - Ongoing.

One meeting completed this quarter. Attended one meeting this quarter to support the Jobe's Lane resident's request for money from the County Council. The money was approved for the project by the Council on January 21, 2003. On-going. NEXT STEPS: Respond to inquiries from citizens and assist with support letters as necessary.

15. OFFICE OF WATER QUALITY

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NOTE: These water office priorities are in addition to all the water-related priorities listed in the agency-wide priority Focus on Water Quality.

A) OWQ — Agency-Wide Priorities

1) *Promote Watershed Approach*

- a) Develop 6-Basin Coordinator staffing package.

By: July 1, 2001

% Complete & Status:

50% complete. Project is delayed, and completion is dependent upon the state budget situation and the strategic hiring restrictions.

- b) Approval of 6-Basin Coordinator staffing package.

By: October 1, 2001

% Complete & Status:

0% complete. Project is delayed. Approval of this staffing package will be dependent upon the state budget situation and the strategic hiring restrictions.

- c) Hire 6-Basin Coordinators to assist local watershed efforts.

By: January 1, 2002

% Complete & Status:

0% complete. Please see above.

- d) Secure Total Maximum Daily Load (TMDL) Lab space.

By: September 1, 2001

% Complete & Status:

100% complete. Conversion of a warehouse space in building 41 (Western Select Properties) into a TMDL lab has been completed. Lab is now being used for E. coli analysis and as a launching station for TMDL work.

- e) Complete TMDLs scheduled 2002 & 2003 and submit for EPA approval.

Measures:

- FY 2002: 5 segments in the Grand Calumet River/Indiana Harbor Ship Canal
- FY 2003: 16 segments (contracting)
- Fall Creek - 1 impairment: Final TMDL report due 1/15/03.
- Pleasant Run - 1 impairment: Final TMDL report due 1/15/03.
- White River in Marion County (3 segments), 3 impairments: Final TMDL report due 2/21/03.

- White River Muncie to Marion/Hamilton County line (3 segments), 3 impairments: Final TMDL report due 8/22/03.
- Kankakee River - 1 impairment: still in signature process.
- Little Calumet River (3 segments) - 4 impairments: Final TMDL report due 8/21/03.
- Burns Ditch - 1 impairment: Final TMDL Report due 8/21/03.
- Salt Creek - 1 impairment: Final TMDL Report due 8/21/03
- Lake Michigan Shoreline - 1 impairment: Final TMDL Report due 8/22/03.
- Trail Creek - 1 impairment: Final TMDL due 5/31/03

By: June 30, 2003

% Complete & Status:

Work on the Grand Cal/Indiana Harbor Ship Canal TMDL is 70% complete, but delays have moved delivery of draft TMDL to September 2003. Work on Pleasant Run, Fall Creek and White River in Indianapolis TMDL is 25% complete, with the contracts having been executed. The contracts for Salt Creek, Burns Ditch, Little Calumet, Lake Michigan and Trail Creek have been signed and work is ongoing. Kankakee River is currently not moving forward due to resource issues.

- f) TMDL listing and de-listing rule implemented.

By: January 1, 2003

% Complete & Status:

25% complete. Project is delayed. USEPA withdrew the 2000 TMDL rule and is working on a revised rule. USEPA's action on this will potentially push back the due date for Indiana's TMDL rules.

- g) 2002 303(d) List submission to U.S. EPA Region 5.

By: October 1, 2002

% Complete & Status:

100% complete. Project was delayed because IDEM had to develop a 303(d) listing methodology. Also, starting this year, IDEM had to use a consolidated listing methodology as outlined in the USEPA "2002 Integrated Water Quality Monitoring and Assessment Report Guidance" for listing each waterbody in one of 5 categories depending on the degree to which it supports designated uses. The response to comments on the 303(d) list published in March 2002 in the Indiana Register was also prepared and submitted to EPA Region 5 along with the 2002 303(d) list and the listing methodology after the Water Pollution Control Board meeting in December 2002.

- h) Consider and implement selected suggestions proposed by the TMDL Advisory Group.

By: June 30, 2003

% Complete & Status:

25% complete. Project is delayed (see above.) One of the main issues the TMDL Advisory Group is working on is providing IDEM with recommendations on the TMDL listing and de-listing process and rule. The group provided IDEM with recommendations on the 2002 listing process, and IDEM has utilized these recommendations to the practical extent possible, however the withdrawal of the EPA 2000 TMDL rule has delayed the completion of providing recommendations on the rule. Until the new TMDL rule is put in place, the group is continuing to meet, but has reduced their meeting schedule from monthly to quarterly.

- i) Update and revise IDEM's water quality monitoring strategy to conform to US EPA's new guidance of 10 elements of an adequate state ambient water monitoring and assessment program.

By: June 30, 2003

% Complete & Status:

80% complete. Surface water complies with 8 of 10 elements. Ground water and wetlands need to be added.

2) Permitting and Compliance

- a) All 106 Combined Sewer Overflow (CSO) communities with CSO LTCP required in National Permit Discharge Elimination System (NPDES) permit.

By: January 1, 2002

% Complete & Status:

100% complete. All CSO communities in Indiana are in compliance with the National CSO Policy by having CSO requirements in a permit, order or decree.

- b) Audit 24 CSO communities on LTCP implementation.

By: January 1, 2003

% Complete & Status:

0% Complete. Of the 106 CSO communities in Indiana, 64 have submitted LTCPs. All submitted LTCPs have undergone a cursory completeness review. Seven of the 63 submitted LTCPs have undergone in-depth review and comment letters were prepared, requesting additional information. It is not possible to inspect for LTCP compliance until LTCPs are fully approved and permits, orders or decrees are issued requiring implementation.

- c) MS4-Phase II Storm Water Rule implemented.

By: March 31, 2003

% Complete & Status:

99% complete. OWQ has developed three separate rules to comply with the federal Phase II Storm Water Rule. Rule 5 has been revised to incorporate the reduction to 1-acre land disturbing activities. Rule 6 has been revised to provide for no-exposure exemptions. Rule 13 is a new rule for designated MS4 communities. External Workgroup meetings were held August, 2001 through October, 2002. Second Notice of Rule: December 1, 2001. The rule was preliminarily adopted in July 2002 and finally adopted in March 2003. All MS4 affected entities are targeted to be permitted within 90 days after the effective date of the rule. It is anticipated this will be July 1, 2003.

- d) Complete and Implement Overloaded Facilities Policy.

By: September 1, 2001

% Complete & Status:

40% complete. The implementation of this policy is now a component of discussions revolving around a citizen's petition to amend the wastewater construction permit rules to institute a "no net increase" requirement in the consideration of whether construction permits should be granted in specific situations. Public hearings on the petition were held. A report was issued by a WPCB member. IDEM has proposed a policy and is in discussions with stakeholders to work through our interpretation of the rule and discuss the affect of a proposed policy on communities. IDEM will continue to work on the proposal.

e) Receive Pretreatment Delegation.

By: October 1, 2001

% Complete & Status:

50% complete. Due to current budget situation and the strategic hiring restrictions, the original proposal submitted to EPA in Oct. 2001 has been modified to reduce the number of potential new pretreatment cities and to recommend a phased-in approach for developing local pretreatment programs. IDEM Received EPA's written comments on the original proposal in March 2002 - EPA is concerned with the current restricted state staffing levels and has requested additional information from OWQ. Staff is currently reevaluating the phased-in approach for developing new local programs along with the current "core" workload and which additional responsibilities can be assumed by existing staff. Currently on hold, as no additional responsibilities can be assumed by existing staff.

3) Smaller System Compliance Strategy

a) Develop Small Operations Strategy (SOS) Plan.

By: October 1, 2001

% Complete & Status:

The Strategy is 100% complete. Due to the state budget situation and the strategic hiring restrictions, implementation of the plan is on indefinite hold.

b) Implement SOS Technical Assistance w/ statewide mentoring program.

By: December 1, 2001

% Complete & Status:

0% complete. Screening and prioritization will take place after the Strategy is finalized. Budget constraints have delayed implementation of the Strategy.

c) Identify and develop criteria for SOS Financial Assistance Fund.

By: October 1, 2001

% Complete & Status:

0% complete. This activity will be initiated after finalization of the Strategy. Budget constraints have delayed implementation of the Strategy and the development of the Fund.

4) Remove National Permit Discharge Elimination System (NPDES) Permit Backlog for active permits which do not have current Water Quality Standards (WQS)

a) EPA approved NPDES schedule of issuance.

By: July 1, 2001

% Complete & Status:

100% complete.

b) Revise necessary NPDES permit issuance policies.

By: October 1, 2001

% Complete & Status:

80% complete. Operating procedures and policies continue to be revised and/or developed.

c) Rules implemented for SEA 431 and Triennial elements.

By: June 30, 2003

% Complete & Status:

30% complete. The information in the above task has been used to prioritize and finalize a schedule for Triennial efforts. Discussions with stakeholders regarding the rulemaking process on this effort have been initiated. A stakeholders' steering committee has met: 6/24/02, 8/15/02, 10/03/02, 12/10/02 and 3/19/03. The mercury workgroup has met: 8/11/02, 10/3/02, 12/10/02, 1/29/03 3/3/03, 4/9/03, 5/8/03 and 6/11/03. The antidegradation/OSRW workgroup has met: 11/6/02, 11/22/02, 12/11/02, 1/24/03, 2/24/03, 3/17/03, 4/21/03 and 5/19/03. The E.coli workgroup met 11/19/02, 1/15/03, 3/28/03, 5/7/03 and 6/5/03. The Fast Track workgroup met 12/10/02, 1/16/03, 3/25/03 and 4/17/03. From these meetings stakeholders are able to give input on key issues and rulemaking processes. First Notices have been published for all four workgroups

- d) Develop new NDPES reporting database to reliance on federal PCS wastewater data system.

By: January 1, 2003

% Complete & Status:

0% complete due to current state budget situation. Waiting on central data standard (CDX) from EPA. Possibility to adopt ICIS. EPA's initiative expected to be available in 2003.

- e) Implement new NPDES reporting database.

By: June 30, 2003

% Complete & Status:

0% complete. Will follow above task.

5) Protecting Wetlands

- a) Develop rule language for State Wetlands Permit.

By: September 1, 2001

% Complete & Status:

50% complete. Project is delayed. IDEM conducted a series of focused workgroup sessions with stakeholders in July, August, and September to solicit comments on this proposed rule language. This rule language is incorporated into the 401 WQC rule. A second notice draft was published in the Indiana Register on October 1, 2001. The wetland rules package, including wetland WQS and authorization and procedures for issuing state wetland permits, and 401 Water Quality Certifications was preliminarily adopted by the Water Pollution Control Board in February 2002. However, HB 1306, which was recently signed into law, calls for a legislative subcommittee - the Environmental Service Council (EQSC) - to conduct hearings on these preliminarily adopted rules this summer in addition to other aspects related to this rule. HB 1306 also restricts IDEM from adopting the wetland rules either before the EQSC makes their recommendations or May 2003. Since the summer of 2002, the Indiana General Assembly has two bills under consideration that would affect IDEM's authority to regulate wetlands. Until the fate of either of these bills is known, rulemaking will continue to be on hold. By the end of April, IDEM will have more clarity on whether it can proceed with this rulemaking or make modifications to the preliminarily adopted rule.

- b) Adopt and Implement new Wetland WQS, State permit and 401 WQC.

By: January 1, 2002

% Complete & Status:

50% complete. Project is delayed. See above task.

- c) Develop Wetland Compliance and Enforcement Plan.

By: January 1, 2002

% Complete & Status:

0% complete. Project is delayed. Due to the delay mentioned above with the rulemaking, staff has been focusing their efforts on the rulemaking. Staff hopes to get back to this effort now that the rule has been preliminarily adopted, but has been delayed due to HB 1306.

d) **Develop Wetlands Monitoring Strategy.**

By: June 30, 2002

% Complete & Status:

0% complete. Delayed. Development of the wetlands monitoring strategy is dependent upon the adoption of the wetland standards rule. As mentioned above, the rulemaking effort has been delayed, and, as a result, this effort will be delayed as well.

6) Implement Groundwater Quality Standards

a) **Adopt new Ground Water Quality Standards (GWQS).**

By: August 1, 2001

% Complete & Status:

100% complete. The Water Pollution Control Board adopted the GWQS rule on August 8, 2001, and it became effective March 6, 2002.

b) **Implement rule reviews for IDEM, DNR, and DOH for new GWQS.**

By: December 1, 2001

% Complete & Status:

60% complete. A process for implementation of the GWQS was discussed with the Ground Water Task Force (GWTF), and action items were defined. OWQ and OLO are working in partnership to finalize this process at IDEM. We are reviewing the agency rulemaking schedules to identify rules being developed that may need to incorporate the GWQS. Additionally, as requested, we are providing input to DNR and DOH as they incorporate the GWQS into their rules. IDEM is working with the GWTF to update the State's ground water strategy to help prioritize future activities. A workgroup was convened and has met twice to identify priority ground water protection activities, which may require incorporation into rules for implementation.

c) **Groundwater Data survey.**

By: October 1, 2001

% Complete & Status:

25% complete. We are coordinating within the agency to ensure a process is developed for collecting and managing the data that is compatible with the agency's overall data management strategy. IDEM has worked with the Ground Water Task Force and identified GW data collected and maintained at other agencies (e.g., OISC, IDNR, ISDH, IGS & USGS.)

d) **Groundwater Data GAP analysis.**

By: January 1, 2002

% Complete & Status:

0% complete. Activities have not been initiated under this item.

e) **Develop GW Data Strategy.**

By: June 30, 2002

% Complete & Status:

25% complete. Initial coordination activities completed. IDEM has worked with the Ground Water Task Force to identify GW data collected and maintained at other agencies (e.g., OISC, IDNR, ISDH, IGS & USGS.) IDEM is also working with the GWTF to update the State's ground water strategy to help prioritize future data collection and integration activities.

7) Retain Primacy for Safe Drinking Water Act Program

a) Develop DW Staffing Package.

By: July 1, 2001

% Complete & Status:

100% complete. The revised staffing package has been developed; however, finalization of the package will be dependent upon the state fiscal situation and the strategic hiring restrictions. IDEM is working with the National Asian Pacific Counsel on Aging (NAPCA) and EPA to bring Senior Environmental Employee Positions (SEEP) to the Drinking Water Program to assist with implementation of the SDWA. EPA has given the approval to use the set aside money to hire SEEP Employees. The Drinking Water Branch (DWB) has hired 5 SEEP employees to-date.

b) Approval of DW Staffing Package.

By: October 1, 2001

% Complete & Status:

20% complete, revised staffing package is ready to submit to HR. 100% complete on using set aside money to hire SEEP Employees. EPA approved the use of set aside money in September 2002 and the DWB has hired 5 SEEP Employees to-date.

c) 200 completed Wellhead Protection (WHP) Reviews.

By: June 1, 2002

% Complete & Status:

100% complete. Progress is steady on WHP plan reviews. We have added a staff member to work on reviews, and have finalized contracts for additional plan reviews. To-date, 104 WHP plans have been approved, and 300+ have been reviewed, but need revisions before they can be approved. The added resources, including assistance from the Office of Land Quality and the use of contractors, has allowed continued progress on these reviews.

d) Implement Capacity Development for 50 community systems.

By: June 30, 2002

% Complete & Status:

30% complete. Specific systems have not been identified. However, staff are performing capacity building at a number of systems. Additionally, Capacity Development efforts are focused on improving system security. Achieving this number (50) is dependent on the staffing package approval and the amount of resources that must be redirected to water system security. IDEM recently entered into a contract with RCAP to provide Capacity Development assistance to systems.

e) 3600 PWS Completed Source Water Assessment reviews.

By: June 30, 2004 (2000 by June 30, 2003)

% Complete & Status:

60% complete. Contracts with IGS and USGS are secured, and they have begun collecting and correcting the data needed to accomplish the SWAs. Contracts for key fieldwork needed to complete the SWAs were executed March 13, 2002, and data collection and correction has begun. We expect the first completed assessment by the end of March 2003, and all assessments for non-transient systems to be complete by June 2003.

- f) Adopt and implement new rules under the Safe drinking Water Act. Complete within 2-year primacy extension.

% Complete & Status:

100% complete. We have three (3) new rules that were finally adopted by the Water Board during the December 2002 Meeting. These rules are the Interim Enhanced Surface Water Treatment Rule (IESWTR), Stage1 Disinfection/Disinfectant By Products Rule (D/DBP), and the Filter Backwash Rule. We intend to submit the primacy applications for all these rules by February 2003. New federal rules on Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR), Arsenic rule, and Radionuclides Rule became effective on February 13, 2002, February 22, 2002 and December 8, 2003 respectively. IDEM has two (2) years from the effectivity of these rules to adopt a similar rule.

8) C/E Team Compliance Strategy Implementation

- a) Implement Compliance-Enforcement COP

% Complete & Status:

100% complete. Ongoing for new cases.

- b) When developed, implement inspection protocols

% Complete & Status:

100% complete. Overall agency protocols have been developed. Wastewater inspections manual has been revised to incorporate the agency protocols. Training for wastewater inspectors in use of the revised procedures and reporting forms has been completed with ongoing training provided at monthly staff meetings as required.

- c) Assist with "sector" projects and other initiatives developed by the CE Team

% Complete & Status:

100% complete - ongoing. OWQ staff will coordinate activities with the CE Team. Staff participated in the Steel Mill Summit and will continue to assist with sector projects and other initiatives.

9) New Permits Issued on time

- a) NPDES permits

% Complete & Status:

Ongoing - 100% on-time. New permits being issued within regulatory timeframes.

- b) Wastewater Construction Permits

% Complete & Status:

Ongoing - 100% on-time. New permits being issued within regulatory timeframes.

- c) Drinking Water Construction Permits

% Complete & Status:

Ongoing - 99% on-time. One late permit in April.

- d) Meet all mandated deadlines 100% of the time.

% Complete & Status:

Ongoing - 99% on-time. One late drinking water permit in April.

- e) Establish internal targets for review periods for all permits/approvals/licenses without statutory/rule deadlines and meet these 100% of the time.

By: June 30, 2002

% Complete & Status:

30% complete and on hold. Inventory of affected actions has been conducted. Various review protocols (i.e., 316(a) variances, water quality variances, antidegradation demonstrations, alternative mixing zone evaluations, etc.) are being revised or developed to make the review process more efficient. Updated protocols are necessary before realistic review timeframes can be identified.

- f) Make final decisions on all pending operating permit renewals and remain current.

% Complete & Status:

100% complete. This entry refers to all other than NPDES permits, Wastewater Construction permits and Drinking Water Construction permits.

- g) Meet permit schedule per Water Quality Focus agency priority.

% Complete & Status:

30% complete - ongoing. Schedule is currently being updated.

- h) Evaluate permit resources and make recommendations as needed to maintain effective permit programs

- (1) Evaluate wastewater and drinking water programs for further opportunities to establish general permits or permit by rule.

By: December 1, 2001

% Complete & Status:

45% complete on the development of a permit by rule for Confined Animal Feeding Operation (CAFO) NPDES permits. Bi-weekly meetings are being held with stakeholders to facilitate the development of acceptable rule requirements.

- (2) Establish schedule for identified opportunities and implement.

By: June 30, 2003

% Complete & Status:

100% complete. Preliminary adoption of the CAFO permit by rule is scheduled for May 2003 meeting of the WPCB. Hoping to have final adoption in either August or September 2003.

- (3) Review NPDES permits and update for consistency, clarity and simplicity.

By: June 30, 2002

% Complete & Status:

90% complete. Focus group formed between OLC and OWQ. Standard permit language templates are being developed.

- i) Revise permit processing protocols to be consistent with the concept of Environmental Justice (EJ)—including staff training (not limited to permits staff) and the delineation of EJ areas—and develop strategies for addressing permitting requests in EJ areas. Evaluate all permitting public notice processes with respect to enhancing public participation.

% Complete & Status:

100% complete. EJ areas have been delineated and maps distributed to program areas along with a permit protocol and permit template. Training is complete.

10) Mercury Assessment and Evaluation

- a) Using assessment tools such as data gathering and analysis, OWQ will provide valuable/key information to IDEM's mercury water quality planning efforts as part of a regional and local strategy. Data would include the USGS/IDEM mercury-monitoring project, trace metals sampling in surface water, fish tissue sampling data.

By: December 31, 2002 / June 30, 2003

% Complete & Status:

100% complete. Mercury is analyzed on all fish tissue samples collected by the Biological Studies Section and submitted to its contract laboratory. The surface water trace metals project is 15% complete with results from one set of sampling results available.

- b) OWQ will research available information on mercury releases and identify key mercury contributors in Indiana and assemble best available mercury inventory.

By: December 31, 2002

% Complete & Status:

0% complete. Activities under this item not yet initiated. This issue is being discussed at the Agency Wide Mercury Workgroup.

11) Rulemaking

Office of Water Quality (OWQ) should establish workplan and schedule for critical rulemakings per Water Quality Focus priority.

By: June 30, 2002

% Complete & Status:

80% complete. The triennial and SEA 431 rulemaking have been identified as one of the critical rulemakings for OWQ. SEA 431 rulemaking requirements include CSO notification, TMDLs and antidegradation for Outstanding State Resource Waters. CSO Notification rule became effective 5/9/03. The TMDL rulemaking is on hold awaiting rule promulgation on the federal TMDL rule. The antidegradation on OSRW rulemaking has been incorporated into the Triennial rulemaking. Discussions with stakeholders regarding the Triennial rulemaking process have been initiated. A stakeholders' steering committee has met: 6/24/02, 8/15/02, 10/3/02, 12/10/02 and 3/19/03. From these meetings, four workgroups were established: Mercury, Antidegradation/OSRW, E. coli and Fast Track. Workplans have been finalized for all the workgroups. The steering committee has asked all workgroups to develop a schedule of rulemaking activities. First Notices have been published for all four workgroups.

12) Dis-investments

- a) OWQ will create an inventory of specific functions. Each function will be evaluated by a qualitative system developed to identify discretionary, low priority and/or under funded activities.

By: October 1, 2001 — Create inventory.

By: November 1, 2001 — Evaluate functions.

% Complete & Status:

50% complete. The list of activities has been assembled by OWQ and is currently being evaluated by Senior Staff.

- b) IDEM will review the completed inventory and make recommendations to the Commissioner for any realignment of resources.

By: December 31, 2001

% Complete & Status:
25% complete. See above task.

- c) The above review will be repeated on the same schedule.

During: calendar year 2002

% Complete & Status:
0% complete.

13) Identify pollutants that pose risks to public health and the environment through a cross-media review, and identify agency initiatives to address them.

- a) Conduct integrated analysis of results of ToxWatch study, National Air Toxics Assessment, Cumulative Risk Initiative, Toxics Release Inventory, Office of Water Quality metals sampling and other screening tools to identify pollutants, industries, or geographic areas of concern.

By: June 1, 2002

% Complete & Status:
10% complete. OWQ is participating in this effort, which is being lead by OPA.

14) Develop and implement agency initiatives to address sources of such pollutants, using pollution prevention, technical assistance, rule changes, compliance and other available tools.

By: June 30, 2003

% Complete & Status:
0% complete. See above task.

15) Pollution Prevention

- a) Mercury Policy and Rules
Develop model mercury reduction programs and policies to include in pollution prevention (P2) minimization plans required under the Great Lakes Initiative. The effort would go beyond the vague guidance used by other states, and require publicly owned treatment works to put in place mercury P2 programs in exchange for effluent variance.

% Complete & Status:
10% complete. Staff is working on internal mercury SOPs that would include pollution prevention for mercury.

- b) P2 Targeting in Waste Water Inspections
Initiate P2-oriented compliance inspection procedures focusing on OWQ's assessment of opportunities for significant improvement in National Pollutant Discharge Elimination System (NPDES) compliance at rural schools.

% Complete & Status:
20% complete. OPPTA staff is working to create documents for distribution by inspectors to rural schools. Project currently on hold in OWQ, as primary focus has been on revising existing inspection procedures to incorporate new agency inspection protocol documents.

- c) P2 in Drinking Water Operations

Develop a resource list of pollution prevention opportunities for public water supply systems. Explore the possibility of including pollution prevention in the operator certification program, to include operator training and certification exams.

% Complete & Status:

40% complete. A current review of operator certification tests is underway. We will add at least one P2 question to each test class, as appropriate. Staff is participating on workgroups and is exploring the possibilities of P2 at drinking water systems. We will continue in our endeavors in that area. Inspections at PWSs, particularly at surface water systems, will include looking for opportunities to address and include P2 possibilities. The need for P2 training was raised to the AWWA training committee, along with request for their assistance in training and to bring awareness to their members.

- d) **P2 in Wastewater Treatment Plant Operator Certification**
Incorporate pollution prevention concepts into the wastewater treatment plant operator certification program. Levels of expected understanding in P2 will be graduated to be consistent with the various levels of professional certification.

% Complete & Status:

100% complete. OWQ updated the Wastewater Operator Certification Manual in January 2003. Manual contains a section on pollution prevention activities that operators can implement. P2-related questions have been developed and were incorporated into the Certification Exams administered in November 2001, May 2002 and May 2003.

B) OWQ — Office-Wide Priorities

1) Surface Water Quality Monitoring Strategy Implementation

- a) 2001-02, 6th Year 2nd Rotation: West Fork White River and Patoka River Basins

% Complete & Status:

100% complete. Sampling completed for 2001.

- b) 2002-03, 7th Year 2nd Rotation: East Fork White River and Miami River Basins

% Complete & Status:

100% complete. Sampling completed for 2002.

- c) Beginning 2002-03 to include Groundwater and Wetlands monitoring strategy

% Complete & Status:

0% complete. Due to the activities described in the Watershed Restoration Strategies and Unified Watershed Assessment section below, this project is on hold until the respective rulemakings are complete.

- d) 2003-04, 8th year 2nd rotation: Upper Wabash River Basin.

% Complete & Status:

20% complete. Sampling in progress.

2) Surface Water Quality Monitoring Strategy

Sampling Sites: Planned vs. Actual

Measures of Success		2001		
Sampling Site	West Fork White River		Patoka River	
Sampling Categories	Planned	Actual	Planned	Actual
Water Column Chemistry	56	53	57	52
E. coli	82	90	18	18
Pesticides	22	22	6	6
Sediment	28	28	5	5
Fish Tissue – Watershed	25 34	22	48 24	8
Fish Tissue – Targeted	33	30	8	5
Fish Community- Watershed	42	36	30	26
Macro Invertebrate – Watershed	14	16	7	5
Macro Invertebrate – Community (Kicks)	25	29	0	0
Macro Invertebrate – Community (H-D)	29 6	3	6 20	18

• Table 1: Surface Water Monitoring Sampling Sites

Measures of Success		2002		
Sampling Site	East Fork White River		Whitewater River	
Sampling Categories	Planned	Actual	Planned	Actual
Water Column Chemistry	38	39	38	31
E. coli	50	90	30	38
Pesticides	0	0	0	0
Sediment	23 24	24	6	6
Fish Tissue – Watershed	38	38	38	29
Fish Tissue – Targeted	27 28	23 27	7	5 7
Fish Community- Watershed	38	34 38	38	38
Macro Invertebrate – Watershed	38 24	19	38 26	26
Macro Invertebrate – Community (Kicks)	25	0	20	0
Macro Invertebrate – Community (H-D)	1	0	0	0

• Table 2: Surface Water Monitoring Sampling Sites

Measures of Success		2003	
Sampling Site	Upper Wabash Basin		
Sampling Categories	Planned	Actual	
Water Column Chemistry	38		
E. coli	100		
Pesticides	0		
Sediment	30	0	
Fish Tissue – Watershed	38	0	
Fish Tissue – Targeted	30	0	
Fish Community- Watershed	38	0	
Macro Invertebrate – Watershed	24	0	
Macro Invertebrate – Community (Kicks)	25	0	
Macro Invertebrate – Community (H-D)	2	0	
Sampling Site	Kosciusko, Noble, and Whitley counties		
Sampling Categories	Planned	Actual	
Lake Eutrophication Surveys	75	0	

• Table 3: Surface Water Monitoring Sampling Sites

NOTES (June 2003):

Staff from the Biological Studies and Environmental Toxicology and Chemistry sections have implemented a joint assessment project of the Limberlost Watershed (Hydrologic Unit Code 05120101 045) in the upper Wabash Basin. Limberlost Creek and tributaries has been classified as an impaired waterbody on the 303(d) List of Impaired Waters (303(d) # 314). Data from the 1998 watershed monitoring project suggested that Limberlost Creek had impaired fish communities. This joint assessment study is to determine the present condition of Limberlost Creek and its tributaries in order to track possible changes over time as well as determine potential causes of aquatic life degradation. The objectives are to determine the current aquatic life condition of the watershed, determine potential causes for aquatic life community degradation, and determine if stream modification within the Limberlost watershed has created a system with lowered aquatic life community. This is a pilot study for more accurately confirming and defining the limits of the biological impairment and possible causes of the biological impairment that are identified in the watershed monitoring program. Staff recently sampled 56 locations throughout the basin. It will be sampled again later in the field season if possible. The fish and benthic aquatic macroinvertebrate communities were sampled as well as water chemistry quality and qualitative habitat evaluations.

The Biological Studies Section is in the process of selecting candidates for hire in three temporary positions that have been approved for filling. These include two Environmental Scientist III positions and one Laboratory Technician position. All three positions are 180 day.

An analytical laboratory has been selected to begin contract negotiations for fish tissue and sediment contaminant analysis services under RFP 3-72. If all goes well a contract should be in place by August.

This is the last year for participation in the U.S. EPA National Study of Chemical Residues in Lake Fish Tissue. Three waterbodies are scheduled this year for fish tissue collection.

Sampling efforts for the Biological portion of the Watershed Monitoring Program are still set to begin on June 30th in the upper Wabash River Basin.

As of this writing sampling for the aquatic macroinvertebrate community (both KICKS and H-D) program will occur this year.

NOTES (April 2003):

With the 2003 field season rapidly approaching, staff is diligently working to prepare sampling plans as well as perform reconnaissance of probabilistic sites selected (March 24, 2003) with the assistance of National Health and Environmental Effects Research Laboratory (USEPA Corvallis). Sampling efforts on biological matrices will begin on July 7, 2003. Voucher and unknown fish from the watershed monitoring program have been confirmed and enumerated and are currently being entered into the Assessment Information Management System (AIMS).

The Request For Proposals (RFP) soliciting for a new biological tissues and sediment contaminants analytical services contract has been completed and is expected to be posted for bids in the coming weeks. The timeline has a target for completion of July 1, 2003. This would be a two-year contract with a two-year renewal option.

Migration of fish tissue and sediment contaminants historical data has been completed through 1990. Staff will continue to work toward getting all fish tissue and sediment contaminant data from the 1980s into the AIMS over the next year. All rivers and streams fish community and macroinvertebrate community monitoring data are now entered into AIMS.

The Biological Studies Section staffing level rose from 45 to 55% in November and is still at 55%. However, an effort to request a hiring freeze variance to fill these is in the works. If staffing shortfalls continue, the aquatic macroinvertebrate community-sampling program may be suspended again for the second season.

NOTES (December 2002):

With the conclusion of the field-sampling season, staff has shifted focus on the laboratory phase of projects. There are 49 aquatic macroinvertebrate Kick samples that staff has begun subsampling and enumerating (see September Notes below). These are samples from the watershed monitoring program. Fish vouchers and unknowns from the watershed monitoring program are also in the laboratory process of identification and verification. These samples will take several months to complete. After all identifications and enumerations occur in the laboratory, staff will enter these data into the Assessment Information Management System (AIMS).

Lake Assessment Program: A little over 500 public lakes are monitored every five to six years by staff and students of Indiana University (IU) School of Public and Environmental Affairs, under contract to the Department. The primary focus of this program to-date has been monitoring the levels and effects of nutrients in the lakes. Data collected is used to score the lakes according to the Indiana Trophic State Index (developed in 1972), the lower scores reflecting lower levels and effects of the major nutrients, nitrogen and phosphorous. In the year 2002, IU sampled eighty-one lakes. The data from these events should be available in early 2003.

In addition, approximately 100 lakes (some private, some public) have also been monitored on a regular basis by citizen volunteers; some of these since 1989. All volunteers monitor water clarity by

taking Secchi disk readings. Since 1992, about 35 volunteers also monitor the levels of total phosphorous and chlorophyll a. This program is currently being funded through Section 319 grants.

The vacant Environmental Manager 2 position was recently filled. This is a critical staff position needed to continue implementation of the watershed monitoring program. This program directly supports the 305(b) reporting process on the quality of waters of the State. It is also instrumental in understanding overall water quality in target basins and development of long term trend monitoring. This program selects its monitoring sites by a stratified probabilistic design.

Work has begun in developing a Request For Proposals soliciting candidate labs to bid for our next biological tissues and sediment contaminants analytical contract. We hope to have a new contract laboratory in place by July 1, 2003.

Staff will be developing work plans for the upper Wabash River Basin. This is the target basin of the Surface Water Quality Monitoring Strategy in 2003.

NOTES (Sept. 2002):

There was success in working toward completion of planned sampling sites for four of our six monitoring programs. However, it must be noted that this success would not have occurred without the help offered by other sections within the Branch, unusually favorable weather conditions and stream flow, help from IDNR on Lake Michigan and Greensburg Reservoir, and few injuries and equipment breakdowns. With the State strategic hiring freeze and reductions in staff through attrition and non-renewal of 180-day positions, even with the postponement of some monitoring programs, the Biological Studies Section would not have had the staff to complete what we have over this last reporting quarter. We received almost full time assistance in completing watershed studies by two Surveys and two TMDL staff persons. Because of this, the Biological Studies Section's General Summer Assistants were able to assist work on sediment and fish tissue collections for contaminants monitoring. Since the last reporting period, the Section has lost two more fulltime Environmental Scientist 3 staff. On the plus side, the vacant Environmental Manager 2 position has been granted an exception to the hiring freeze due to its being necessary for the continued operation of the Agency and for the protection of life and property. It has been posted for hire. This position's duties also include being the Section's Health and Safety Officer.

Because of human resource shortages, the Biological Studies Section has cancelled the Aquatic macroinvertebrate Community Monitoring Program for targeted sites in the East fork White River and Miami River basins. This has eliminated 45 site visits and accompanying sample processing, identification, and travel and per diem expenses for two staff persons. Given the current fiscal conditions it is likely that this program will be cancelled again in 2003. Benthic macroinvertebrates collections have continued to occur at probabilistic sites where conditions met sampling criteria.

IDEM staff will not be participating in the collection of fish tissue samples for contaminants analyses from the mainstem Ohio River with the Ohio River Valley Water Sanitation Commission (ORSANCO) along Indiana's border in 2002. Fortunately, this is not a lockchamber study year. Lockchamber studies are fish census studies at each of the locks along the river that require the participation of a large number of people and equipment. Usually, IDEM contributes three staff plus a boat for the Indiana lockchamber studies. In the off years of the lockchamber studies, one Biological Studies staff with a boat assists an ORSANCO staff person in collecting fish for contaminants analyses. This usually takes two weeks of staff time. Given the staffing levels, IDEM will not be able to participate in the 2003 lockchamber sampling.

Participation in the U.S. EPA National Study of Chemical Residues in Lake Fish Tissue: There is one site for 2002 (Lake Hardy in Scott County.) Costs of the Biological Studies Section's participation in this National project are offset by a \$2,500 annual small purchase agreement with U.S. EPA for our involvement. Sample collections will occur in September. This is the third year of a four-year project.

NOTES (March 2002)

Assessment Branch Sampling Plans: Reconnaissance of probabilistic sites began the week of March 11, 2002. Water chemistry sampling will begin May 2002. Sediment monitoring will begin June 3, 2002. All other monitoring programs will begin sampling July 1, 2002.

The Biological Studies Section has the potential of having 7 fewer field staff available for the 2002 field season than it had for the 2001 field season. This is due to the loss of three 180-day positions, one temporary position, and the vacancies of two EM2 and one SEM 1 position. This amounts to a 47% reduction in available field personnel for this section.

Fish Tissue and Sediments Contaminants Monitoring Program: Fish Tissue @ US EPA National Lake Study: 1 planned site visit.

Fish Community – Watershed Monitoring: The minimum number of sites to be completed for both the East Fork White River Basin and Whitewater River Basin is 30. The sampling cut-off date is October 15, 2002.

Fixed Station Monitoring Program: 160 stations will be sampled monthly. A sub-set of 15 pesticide monitoring sites is being added to this program.

Special Studies: 2 Radiological Monitoring Sites. 24 Low Level Metals Monitoring Sites.

Modifications to Programs due to fiscal &/or human resource shortcomings: Some programs may have to be reduced or cancelled or postponed due to lack of human or fiscal resources.

NOTES (Dec. 2001):

Fish Tissue and Sediments Contaminants Monitoring Program: The number of fish tissue samples projected for the “watershed” monitoring effort (2 tissue samples per site) was far below its original goal. There were 27 samples collected out of 68 intended samples from the West Fork White River Basin (40%). Thirteen tissue samples were collected out of 48 intended samples from the Patoka River Basin (27%). There were 129 tissue samples collected from targeted sites in the West Fork White River Basin, and 19 fish tissue samples were collected in the Patoka River Basin. This comes to an average of 4 tissue samples per targeted site sampled, which met our projected target for a sampled site.

Fish Tissue @ US EPA National Lake Study: Three site visits are planned.

US EPA's National Lake Fish Tissue Study: All three lakes for 2001 have been sampled and the samples submitted to EPA's contract lab.

Sediment sampling was 100% completed for the number of samples projected for the year.

Fish Community – Watershed Monitoring: The minimum number of sites to be completed for the West Fork White River Basin was 38. Rising water levels on the mainstem of the White River West Fork prevented staff from reaching the minimum number before the October 15, 2001 sampling cut off date. The minimum number of sites for the Patoka River Basin was 25.

3) Fish Consumption Advisory

- a) Revision for Advisory completed

By: March 31, 2002

% Complete & Status:

100% complete. Advisory is on the Indiana State Department of Health's (ISDH) website.

- b) Issue Advisory jointly with DNR and ISDH.

By: June 15, 2002

% Complete & Status:

100% complete for 2002. 80% complete for the 2003 Advisory. The Advisory is issued by the Indiana State Department of Health (ISDH). The development of the advisory is a joint activity of the 3 departments, but the ISDH is the lead agency for issuing the Advisory.

4) Water Quality Reporting

- a) Draft 305(b) Report

By: January 15, 2002

% Complete & Status:

100% complete. Draft sent to USEPA Region 5 on time.

- b) Final Draft 305(b) Report

By: April 1, 2002

% Complete & Status:

100% complete. Final Draft 305(b) report sent to Region 5 on time.

- c) Draft 303(d) Report

By: October 1, 2002

% Complete & Status:

100% complete. On schedule. Draft 303(d) report published in LSA on March 1, 2002 for 90 day public comment period. IDEM held public meetings in March and April.

- d) Final 303(d) Report

By: April 1, 2003

% Complete & Status:

100% complete. Submitted to USEPA Region 5 in December 2002.

5) Watershed Restoration Strategies (WRAS) and Unified Watershed Assessment (UWA)

- a) Complete WRAs for all 38 Eight-digit HUC watersheds.

By: January 1, 2003

% Complete & Status:

100% complete. On schedule. The Section has completed WRASs for all priority watersheds identified in the original Unified Watershed Assessment. WRASs have been completed for all 8-digit watersheds in the state and are on the Internet. Public meetings have been held in each watershed.

- b) Coordinate work with Basin Coordinators to begin implementation of plans.

By: March 3, 2002

% Complete & Status:

0% complete. Delayed. Please see comment in the Surface Water Quality Monitoring Strategy Implementation section above.

- c) Complete additional UWA level to the 14 digit-HUC level where appropriate.

By June 30, 2002

% Complete & Status:

100% complete. UWA is no longer required or recommended by EPA. The map described above has been developed and will be used in conjunction with S319 grant solicitations.

6) Issue and Management of Water Quality Federal Grants

- a) Issue \$5 million to recipients of 319 grants/year for nonpoint source reduction projects.

% Complete & Status:

100% complete (FFY02). On schedule. \$5.2 million was allocated to Indiana for FFY 2002 funds, and contracts are currently being drafted for projects that have been selected for funding. (FFY03): A targeted request for proposals was conducted through October 1, 2002 to solicit projects for FFY 2003 funding. Proposals were selected and sent to EPA for approval based on anticipated FFY03 funds. IDEM received comments and responded. \$5.2 million dollars has been allocated, but not awarded.

- b) Issue \$250,000 of 104(b) alternative NPDES program grants.

% Complete & Status:

100% complete. On schedule. The FFY 2002 grant of \$332,164 was awarded by EPA on August 20, 2002, and accepted by IDEM on September 5, 2002. The grant project and budget period will be from October 1, 2002 through September 30, 2005. 2003 grant request was made on time.

- c) Issue \$250,000 of 205(j) water quality planning grants.

% Complete & Status:

97% complete. FFY 2002 grant of \$244,054 was awarded to IDEM in February 2003 to fund three watershed management planning projects. IDEM will request the remaining funds as a part of the FFY 2003 grant cycle.

7) Major Rule Development

- a) SEA 431 elements as required

By: June 30, 2003

% Complete & Status:

30% complete. Senate Enrolled Act (SEA) 431 rulemaking requirements include Combined Sewer Overflow (CSO) notification, Total Maximum Daily Loads (TMDLs) and antidegradation for Outstanding State Resource Waters. CSO Notification rule has been final adopted by the Water Pollution Control Board (WPCB) in January 2003. The TMDL rulemaking is on hold awaiting rule promulgation on the federal TMDL rule. The antidegradation on OSRW rulemaking has been incorporated into the Triennial rulemaking. Discussions with stakeholders regarding the rulemaking process on this effort has been initiated. 30% complete. The information in the above task has been used to prioritize and finalize a schedule for Triennial efforts. Discussions with stakeholders regarding the rulemaking process on this effort have been initiated. A stakeholders' steering committee has met: 6/24/02, 8/15/02, 10/3/02, 12/10/02 and 3/19/03. From these meetings stakeholders are able to give input on key issues and rulemaking processes.

- b) Triennial Water Quality Standards (WQS)

By: June 30, 2003

% Complete & Status:

30% complete. Triennial WQS rulemaking efforts have been initiated. Staff has identified key issues and discussed proposed approaches for moving forward. Discussions with stakeholders regarding the rulemaking process on this effort have been initiated. The mercury workgroup has met: 8/11/02, 10/3/02, 12/10/02, 1/29/02 and 3/3/03. The antidegradation/OSRW workgroup has met: 11/6/02, 11/22/02, 12/11/02, 1/24/03, 2/24/03 and 3/17/03. The E.coli workgroup met 11/19/02 and 1/15/03. The Fast Track workgroup met 12/10/02 and 1/16/03. From these meetings stakeholders are able to give input on key issues and rulemaking processes.

8) State Revolving Fund (SRF) Loans**a) Issue \$200 million in wastewater loans**

By: June 30, 2002

% Complete & Status:

58% complete. FY 2002 Total Wastewater loans to-date = \$116,910,000. Cumulative Total Wastewater loans to date = \$932,752,117.

b) Issue \$50 million in drinking water loans

By: June 30, 2002

% Complete & Status:

42% complete. FY 2002 Total Drinking Water loans to-date = \$20,940,000. Cumulative Total Drinking Water loans to date = \$147,711,500.

c) Issue \$225 million in wastewater loans

By: June 30, 2003

% Complete & Status:

48% complete. FY 2003 Total Wastewater loans to date = \$107,181,500. Cumulative Total Wastewater loans to date = \$1,039,933,617.

d) Issue \$50 million in drinking water loans

By: June 30, 2003

% Complete & Status:

38% complete. FY 2003 Total Drinking Water loans to date = \$19,158,369. Cumulative Total Drinking Water loans to date = \$166,869,869.

9) Database Management**a) Complete integration of biological data into AIMS database**

By: December 31, 2001

% Complete & Status:

25% complete. This work has been delayed due to current state budget situation. Project approved, contractors acquired, and work is continuing.

b) Begin development of new National Permit Discharge Elimination System (NPDES) reporting database

By: September 1, 2001

% Complete & Status:

5% complete. This project is on hold due to current state budget situation; however, an EPA federally funded challenge grant has been awarded that will utilize PCS as the main data source for a state data system.

c) Develop new NPDES reporting database

By: January 1, 2003

% Complete & Status:

0% complete. Due to current state budget situation this project has been put on hold indefinitely; however, it will be restarted with PCS project. See above.

d) Implement new NPDES reporting database

By: June 30, 2003

% Complete & Status:

0% complete. See above.

10) Collect 100% National Permit Discharge Elimination System (NPDES) permit fees

a) \$4,000,000 in FY2002

% Complete & Status:

100% complete. Approximately 99.7% of billed fees are collected.

b) \$4,000,000 in FY2003

% Complete & Status:

100% complete. Bills mailed on January 15, 2003. Approximately 86% of billed fees are collected for a total of \$3,598,652.

11) Multi-media Inspections

a) Wastewater and Drinking Water "1" and "2" level inspection staff

% Complete & Status:

100% complete for drinking water and wastewater. Staff are conducting multimedia inspections at all facilities not on the exclusion list.

b) Follow up referrals from other programs.

% Complete & Status:

100% complete for drinking water and wastewater. Staff are following up on referrals as required.

12) Compliance/Enforcement (C/E) Team Compliance Strategy Implementation

a) Implement Compliance-Enforcement Current Operating Procedures (COP)

% Complete & Status:

100% complete. Ongoing for new cases.

b) When developed, implement inspection protocols

% Complete & Status:

75% complete. The Drinking Water Branch (DWB) inspection protocol has been written and is being implemented. Overall protocols have been developed. Each program is now developing a program-specific approach for implementing the protocols. 100% complete for wastewater. Wastewater inspections manual and associated reporting forms have been revised to incorporate agency inspection protocol document and staff training has been completed.

c) Assist with "sector" projects and other initiatives developed by the CE Team

% Complete & Status:

100% complete - ongoing. OWQ staff will coordinate activities with the CE Team. Staff participated in the Steel Mill Summit and will continue to assist with sector projects and other initiatives.

13) New Permits Issued on time

a) NPDES permits

% Complete & Status:

Ongoing. 100% on-time.

b) Wastewater Construction Permits

% Complete & Status:

Ongoing. 100% on-time.

c) Drinking Water Construction Permits

% Complete & Status:

Ongoing. 99% on-time. One late permit in April.

14) Implement existing rules under the Safe Drinking Water Act

a) Follow State-EPA Annual Resource Deployment Plan (ARDP)

% Complete & Status:

100% complete. The FY03 ARDP template was forwarded by EPA in May. The plan is currently being updated. It was submitted to EPA in September 2002.

b) Introduce and include pollution prevention (P2) awareness into the Operator Certification Program

% Complete & Status:

35% complete. We will add P2 questions to all classes of operator certification tests and encourage continuing education credits for P2 training. The need for P2 training was brought before the American Waterworks Association (AWWA) training committee in additional meetings and requested for their assistance in training and to bring awareness to their members.

15) GPRA Goal Setting

OWQ will work with EPA to help finalize a set of joint goals and priorities related to water and drinking water.

% Complete & Status:

0% complete. No Activity.

IV. US EPA Region 5 Priorities

EPA has determined that the joint and regional priorities set forth in this EnPPA will further the agency's strategic goals as outlined in the EPA Region 5 "Agenda for Action", a strategic planning document that tailors goals laid out in the EPA's National Strategic Plan (available on the Internet at <http://www.epa.gov/ocfopage/plan/plan.htm>) to identify and solve environmental concerns specific to our region.

The region's most current Agenda for Action can be found on the internet at <http://www.epa.gov/region5/about.htm>. As of the signature date of this agreement, the current EPA Region 5 Agenda for Action is dated October, 1999 and can be viewed on the Internet at <http://www.epa.gov/region5/agenda99/>.

The EPA Region 5 Agenda for Action outlines programmatic and region-specific priorities. A regional priority is one that addresses a multimedia environmental problem, needs nontraditional methods to solve the problem, needs federal leadership, is broad in scope, impacts a significant population or resource, and/or is an administration priority. Over the period of this agreement, Region 5 will pursue progress on its own regional environmental and geographic priorities. The Agenda for Action describes Region 5's general plans. While much of the region's work on its environmental priorities will be broadly applied across many of the states in the region, the region will continue to offer state agencies opportunities to assist on these priorities in any way feasible.

A. Region 5 EPA Environmental Priorities

Region 5 is currently directing attention and resources to the following list of priority environmental problems:

Reducing Toxics

Because of adverse effects to human health and the environment from toxic substances, Region 5 has made reducing toxic releases into the environment a priority. In particular, Region 5 will undertake actions outlined in the recently signed Bi-national Strategy for the Virtual Elimination of Toxic Substances and will pursue sector-specific approaches, such as the recently concluded agreement with the American Hospital Association on preventing pollution from health-care facilities.

Promoting Sustainable Urban Environments and Redeveloping Brownfields

Recent attention has been given to unplanned expansion and abandoned urban industrial sites. Region 5 will work with state and local governments, other federal agencies, and regional authorities to help identify strategies that can lead to more sustainable development and a higher quality of life for communities.

Protecting People at Risk, especially Children and Environmental Justice Communities

Children, low-income groups, and minority populations are most likely to suffer disproportionately from environmental pollution. EPA Region 5 is addressing environmental justice issues through programs and initiatives designed to improve education and community outreach, target health and environmental research, promote compliance assurance, improve public access to information, and create stakeholder partnerships.

Cleaning Up Sediments

Region 5 will continue cleaning up sediments through partnerships with states and others, as well as through the use of federal enforcement authorities. To reduce soil erosion and continuing sources of sediment pollution from non point agricultural and urban storm-water runoff, EPA will work closely with

state agricultural departments and other federal agencies as well as with Farm Bill implementation and other programs.

Protecting and Restoring Critical Ecosystems

Region 5 will inventory and assess the region's most important ecosystems and, with its partners, identify problems and measures to protect and restore these natural areas. Region 5 and the state may work together by undertaking pilot projects at distinct locations in the states, incorporating an ecosystem approach into the base program, or addressing ongoing or emerging issues that are impairing the states ecological health.

B. EPA Region 5 Principal Places

To direct limited resources to places where these priorities can be effectively addressed, the Region has identified principal places where the complex environmental problems would most benefit from a multimedia focus. Region 5 is focusing on the following places in Indiana:

Great Lakes

The Great Lakes remain a priority for Region 5 EPA because of their importance as a unique ecosystem and a natural resource. EPA's Great Lakes Program brings together federal, state, tribal, local, and industry partners in an integrated ecosystem approach to protect, maintain, and restore the chemical, biological, and physical integrity of the Great Lakes. The Great Lakes Five-Year Strategy, developed jointly by EPA and its multi-state, multi-agency partners and built on the foundation of the Great Lakes Water Quality Agreement, provides the agenda for Great Lakes ecosystem management: reducing toxic substances, protecting and restoring important habitats, and protecting human/ecosystem species health.

The federal role in the Great Lakes is to steer this effort and to provide timely technical support and assistance, coordinating not only with U.S. partners, but also with Canadian counterparts. US EPA's Great Lakes National Program Office steers and coordinates activities at a Great Lakes Basin-wide level. Regional Teams and programs focus activities on Lakes Ontario, Michigan, Erie, and Superior and their Areas of Concern.

Activities include:

- monitoring lake ecosystem indicators providing
- public access to Great Lakes data
- helping communities address contaminated sediments in their harbors
- supporting local protection and restoration of important habitats
- promoting pollution prevention through activities and projects such as the Great Lakes Binational Toxics Strategy
- taking a community-based environmental protection approach, especially in areas of the Great Lakes designated Areas of Concern
- addressing emerging Great Lakes issues, including invasive species.

Northwest Indiana

Northwest Indiana remains a priority for Region 5 EPA because of air pollution generated by past and present industrial and manufacturing activities in Lake and Porter counties, whose Ozone levels currently exceed national ambient air quality standards. Through the "Reducing Toxics" agency priority, IDEM's Northwest Regional Office is addressing pollution concerns in Northwest Indiana by implementing the following measures:

- Work with the EPA to complete the Cumulative Risk Initiative (CRI). Air quality data from the CRI will be used to explore the possibility of targeting requests for voluntary emissions reductions from local industries.
- Northwest Indiana Diesel Initiative

C. Other areas of focus for EPA

Pollution prevention

The Pollution Prevention Act of 1990 established that pollution should be prevented or reduced at the source whenever feasible. Integration of pollution prevention into all environmental management approaches in the long term is the responsibility of all environmental programs. Region 5 supports pollution prevention throughout regulatory and voluntary programs in the following ways:

- Including pollution prevention projects in compliance and enforcement settlements
- Providing pollution prevention technical assistance during inspections
- Including pollution prevention language in environmental permits
- Reviewing regulations to determine whether they impede pollution prevention
- Making pollution prevention information available to states, local entities and industries
- Training environmental staff
- Supporting and promoting voluntary programs that reduce pollution at the source, such as the Green Lights and Waste Wise programs
- Supporting voluntary sector initiative projects, such as the Great Printers Project, the Strategic Goals Program, and the National Performance Track Program.

Data Management

Region 5 is committed to using quality data to make complex decisions for environmental management, and realizes that both IDEM and Region 5 share responsibilities to collect, store, and report data. Region 5 will work with the state agency to facilitate information sharing. Region 5 will engage states in participating in the following project areas:

- collect, assure the quality of, and store key data from facilities
- assess and implement national data standards for facility and chemical identification coding
- develop and implement improved data-sharing processes to share data, information, and analyses
- improve electronic communications and links (EMPACT, Envirofacts warehouse)
- help reduce redundant reporting by programs such as One-Stop reporting
- improve joint processes with states through workshops and regional meetings.

Regulatory Innovation

In 1995, EPA undertook a national effort of regulatory innovation, with the goal of finding cleaner, cheaper, and smarter ways of protecting the environment. Region 5 is actively involved in several innovation areas. Under the Common Sense Initiative, Region 5 works with selected industrial sectors on improving performance and efficiency, in particular with the metal finishing sector. Region 5 is developing projects under Project XL to test innovative approaches that may require flexibility from federal rules and regulations. Region 5 will support IDEM's effort to develop appropriate reinvention projects and will work with the state agency to develop a workable process for reviewing such proposals.

V. Roles of IDEM and US EPA Region 5 under this Agreement

At its core, this agreement defines the roles that both IDEM and US EPA Region 5 will play in protecting the environment and public health in the state of Indiana and maximizing efficient use of each agency's limited resources.

IDEM and US EPA Region 5 recognize the primary role of IDEM in administering federal environmental programs delegated to the state under federal law and in carrying out state programs prescribed under state law. Beyond this, US EPA Region 5 recognizes the commitment of IDEM to using all of its authorities to protect the environment and health of the citizens of Indiana. The federal role played by US EPA Region 5 in assisting the state includes: addressing multi-state or national issues directly; implementing programs not delegated to IDEM; and working on targeted sectors, watersheds, airsheds, or regions in conjunction with IDEM.

Several activities are common to both IDEM and US EPA Region 5, such as permitting, compliance, enforcement, monitoring, and outreach. Permitting is perhaps IDEM's most visible activity. Federal and state statutes require businesses and communities to obtain permits to ensure protection of human health and the environment. Permits are one means of controlling environmental impacts. They promote monitoring and the collection of invaluable data. Ensuring compliance with permit or statutory requirements remains a high priority with both agencies. We employ an integrated set of compliance assistance, compliance monitoring and enforcement tools to encourage and ensure compliance with the law, correct environmental problems and deter future violations. US EPA's research and both agencies' environmental monitoring efforts are the foundation for many of our activities and are essential for improving services and strengthening our ability to carry out mandates. In summary, both agencies agree to the following basic partnership roles:

IDEM

- Delegated federal programs administration
- Permit review and issuance
- Enforcement/facility inspections
- Compliance assistance
- Public outreach and education
- State environmental programs administration
- Customer service
- Technical assistance

US EPA Region 5

- Permit peer review for delegated programs
- Permit issuance for non-delegated programs
- Enforcement/facility inspections
- Compliance assistance
- Public outreach and education
- Ensure national consistency
- Address interstate issues

- Technical assistance to IDEM
- Review of federal programs delegated to state

The federal government has a fundamental responsibility arising from several acts of Congress to ensure the integrity of the nation's environment and the health of its diverse citizenry. Since pollution does not respect political boundaries, US EPA must ensure that a consistent, level playing field exists across the nation. US EPA Region 5 provides leadership in addressing environmental problems that cross state, regional and national borders. Region 5 works with its many partners--other federal agencies, states, tribes, and local communities--to address high priority environmental problems. Region 5 also reviews state program performance and assists states and other partners in building their capacity to ensure protection of public health and the environment. Region 5 will continue to provide Indiana with funding for its base programs and specific projects which will achieve environmental results consistent with Region 5 and IDEM priorities set forth in this agreement and will evaluate Indiana's programs to ensure fiscal integrity. The Region will continue to build state capacity for undelegated programs with a goal of delegating those programs to the state in the near future.

This agreement is based on the commitments made by IDEM when federal programs were delegated to the agency. IDEM recommits to carry out the provision of those delegation/authorization agreements. This agreement serves as a guide to implementation, but does not supersede any existing federal statute, regulation, cooperative program agreements or other agreements in support of program delegations. US EPA Region 5 and IDEM RCRA compliance assistance staff will meet annually to exchange information about the compliance assistance tools each has developed to assist the RCRA regulated community.

VI. Measuring Environmental Results

Under the NEPPS, state and federal program managers are directed to focus more on "improving environmental results." To achieve this new focus, the NEPPS calls for setting environmental goals and using environmental performance measures (i.e. indicators) to keep better track of our progress.

Both IDEM and US EPA Region 5 have experience working with characterization of environmental conditions. IDEM has historically collected ambient environmental quality data and reported its findings. However, we must improve linkages between actual environmental conditions and program performance, so that we can better assess our effectiveness over time. NEPPS should also help us to apply our resources where they will do the most good.

IDEM uses indicators as the tools to assess progress toward achieving the goals and objectives set throughout this agreement. US EPA Region 5 has encouraged states to adopt outcome- and output-oriented performance measures to track environmental conditions and trends, business environmental performance, and program performance.

IDEM developed indicators for the first time for the Fiscal Year 1997 EnPPA. Since then, the department has worked to refine its indicators. That process involved scientific and regulatory review by IDEM staff, active participation in national discussions regarding EPA core performance measures, as well as stakeholder review of the proposed indicators.

Core Performance Measures

At the national level, states have been working with US EPA to develop core performance measures that define the accountability of national environmental programs, directing them toward the desired environmental goals and objectives. Both Indiana and US EPA Region 5 have been active participants in this effort.

IDEM intends to supply EPA Region 5 with all applicable core performance measure information as outlined in the ECOS/EPA document, except where IDEM and EPA Region 5 have agreed.

VII. Relationship of Agreement to Grants

A performance partnership grant (PPG) is a single grant made to a state that combines funds which would otherwise be available through the individual categorical grants. The PPG is designed to provide maximum administrative and programmatic flexibility to states, allowing the combination of up to sixteen eligible categorical grants. The EnPPA replaces the categorical work plans for the grants that IDEM has combined.

The PPG and the EnPPA together are the primary tools for implementing the new management perspective leading to differential oversight of US EPA programs. This new perspective provides an incentive for state programs to perform well, rewarding strong state programs and freeing up federal resources for high priority environmental problems.

The benefits of combining the categorical grants into the PPG are:

- flexibility in addressing environmental priorities (both in terms of the types of activities and the level of resources),
- cost savings in addressing priorities through multi-media approaches,
- allowing the public to see the goals, objectives and resources (tax dollars) and how they are used; and
- reducing administrative efforts.

IDEM reporting requirements for the PPG will include financial and programmatic elements. The financial reporting will be completed annually with the submittal of a financial status report (FSR). Programmatic reporting will be fulfilled with the submittal of notes and materials from quarterly partnership meetings and the Midterm Partnership Meeting as described in Section 4 (starting on page 303).

VIII. Quality Assurance (QA) and Quality Management Plans (QMP)

For the State FY 2001-2003 EnPPA agreement, IDEM is operating under the IDEM Quality Management Plan (QMP) which was signed and approved by EPA and became effective on August 10, 2001.

The QMP, which documents IDEM's Quality System (quality assurance policies and procedures), is consistent with the EPA QA/R-2 document entitled, EPA Requirements for Quality Management Plans, and the ANSI/ASQC E-4-1994, Specification and Guidelines for Environmental Data Collection and Environmental Technology Programs, developed by the American National Standards Institute and the American Society for Quality. The goals of the Agency-wide Quality System are to ensure that environmental programs and decisions are supported by data of the type and quality needed and expected for their intended use.

IDEM hired an Agency-wide Quality Assurance Manager (IDEM QA Manager) in mid-February 2001, who was initially responsible for coordinating the final development of the written Quality Management Plan. During the 2001-2003 EnPPA cycle, the IDEM QA Manager will be responsible for coordinating the implementation and assessment phases of IDEM's Quality System as described in the QMP.

The IDEM QA Manager is in the process of scheduling meetings with the Quality Assurance Team (comprised of Program contacts who helped with the production of the QMP document), Senior Managers, and other Program Quality Assurance/Quality Control (QA/QC) staff to develop the policies and procedures required to implement and assess IDEM's Quality System. These policies and procedures will be developed for implementation by June 30, 2002; and the adequacy of the Quality System and QMP will be assessed at least annually with June 20, 2002, and June 30, 2003, as the assessment target dates within the 2001-2003 EnPPA cycle.

IX. Data Management

Both IDEM and Region 5 previously identified managing for environmental results as a priority for future development. An integral part of this philosophy is the collection and use of environmental data. EPA maintains a number of national databases to consolidate environmental data collected by the states. IDEM currently supplies data to many of EPA's national databases.

Traditionally, EPA and IDEM established commitments to provide data at the programmatic level. Within this agreement, IDEM makes an agency-wide commitment to continue providing data to the appropriate and applicable EPA national databases. The data shall be provided and entered under the established quality-assurance and quality-control parameters for each database.

IDEM's agency-wide data-support commitment applies only to those national databases that IDEM has agreed to support on or before July 1, 1999. Subsequent substantive changes to quality-assurance plans or additional data-base commitments should be negotiated between IDEM and Region 5. The results of these negotiations should then be included in this agreement through the established amendment process.

ARCHIVED July 31, 2003

Section

2

State / Federal Relationship

The Indiana Department of Environmental Management (IDEM) and the U.S. Environmental Protection Agency, Region 5 (EPA) share a commitment to preserving and improving Indiana's environment. Implementing a compliance assurance and enforcement program with the goal of achieving and maintaining compliance with environmental requirements by all regulated entities is a major part of this shared commitment. To guide us in this shared responsibility, EPA and IDEM agree on the following principles:

- To manage for the environmental results that support agency goals;
- To encourage and maintain compliance through the most effective and appropriate application of the full spectrum of compliance assurance/assistance and enforcement tools;
- To use our respective resources and abilities as efficiently as possible;
- To institute joint, advance planning for the most effective coordination on priority setting and work sharing arrangements;
- To engage in advance, ongoing, consultation on enforcement and compliance assurance activities to discuss initiatives, implementation efforts, and reviewing the status of both filed cases and cases being developed; and
- To conduct periodic meetings to discuss data and other available information on compliance rates, compliance trends, and causes of non-compliance to use as a basis for developing strategies to address areas of concern, including compliance problems in particular programs.

Under this EnPPA, EPA and IDEM retain their respective authorities and responsibilities to conduct enforcement and compliance activities. While specific compliance and enforcement activities to be accomplished during the term of this agreement are included in the appendices, a summary of IDEM and EPA roles in compliance and enforcement is presented here. Both agencies recognize the need for timely and open communication to identify and coordinate responsibilities, work activities and opportunities for joint actions.

X. Principles of IDEM / EPA Compliance Enforcement Relationship

State Role

Under federal programs for which EPA has authorized, delegated, or approved analogous State programs, IDEM will continue to assume the lead role in compliance assurance and enforcement, including compliance monitoring and compliance assistance. IDEM will be responsible for identifying and resolving in a timely and appropriate manner significant violations that it has detected. EPA will continue to provide compliance assurance and enforcement, including compliance monitoring and compliance assistance, for those federal programs, or portions thereof, which EPA cannot, or has not, authorized, delegated, or approved the State of Indiana. In addition, IDEM will coordinate with Indiana's local air pollution agencies to ensure partnerships in keeping with these principles at the local level. Multi-media compliance and enforcement activities will be coordinated through IDEM's Office of Enforcement. Multi-media compliance assistance activities will be coordinated through IDEM's Office of Pollution Prevention and Technical Assistance. The individual program offices will continue to coordinate single-media compliance activities with their media counterparts at EPA, while single-media enforcement activities will be coordinated through IDEM's Office of Enforcement.

Federal Role

As an environmental steward for the nation, EPA will work to ensure that national standards for the protection of human health and the environment are implemented, monitored and enforced consistently in all states. EPA fulfills this role by implementing a federal enforcement program and by providing assistance to state programs. Therefore, in addition to taking federal enforcement actions, EPA may agree with IDEM to assist IDEM by conducting inspections and providing compliance and technical assistance to the state and its regulated entities. Specific federal responsibilities in the State of Indiana may include:

- Work on national priorities (e.g., multi-media inspections and Office of Enforcement and Compliance Assurance (OECA) priorities);
- Work on Region 5 priorities, including enforcement and compliance assurance in EPA's Principal Places. This joint approach may be used to accomplish the following: reduce toxics, especially mercury; slow urban sprawl, especially by promoting brownfields redevelopment; clean up sediments; protect and restore critical ecosystems; improve surface and drinking water quality; focus on Northwest Indiana; and protect people at risk, especially children and environmental justice communities;
- Ensure timely and appropriate enforcement in federal programs for which Indiana is approved, delegated, or authorized by EPA;
- Assure maintenance of a level playing field and national consistency across state boundaries (e.g., companies with significant company-wide non-compliance in several states);
- Address pollution which may cross state or U.S. borders (i.e., watershed, airsheds, or other geographic units);
- Address criminal violations of federal law;
- Conduct multi-media inspections and enforcement at federal facilities;
- Take enforcement actions in non-delegated, partially-delegated, or non-delegable programs;
- Take enforcement actions to assure compliance with federal consent decrees, consent agreements, federal interagency agreements, judgments and orders. EPA will coordinate activities and responsibilities with IDEM as set out below in "Joint Planning / Worksharing."

A. Joint Planning / Worksharing

EPA and IDEM will share the responsibility for maximizing environmental compliance in Indiana. To that end, we agree to conduct advance, joint planning each year; to allocate the work to be done; and to assess our joint performance periodically. To facilitate joint planning, the two agencies will form a Joint Planning Team. The team will involve representatives of each program office, and IDEM's Office of Enforcement, and will focus on effective completion of both multi-media and single-media work.

The goal of this activity is to promote greater joint work planning between EPA and IDEM to achieve more efficient identification of enforcement and compliance priorities, deployment of resources, higher levels of coordination, and greater compliance. On a regular basis, senior EPA and IDEM management will discuss enforcement and compliance assurance/assistance program directions, initiatives, and tradeoffs as well as specific enforcement and compliance concerns. Specifically, EPA and IDEM will work jointly to develop priorities taking into consideration national program priorities, regional priorities, and state priorities for enforcement and compliance assurance. EPA and IDEM will develop an appropriate work share arrangement to address identified priorities in federally authorized programs and to allow coordination of activities and sharing of results.

In order to institutionalize this coordination effort, the following planning process will be implemented:

There will be an annual kickoff meeting of compliance/enforcement managers from all media sections of both IDEM and EPA. This meeting should be a two-part meeting, one part multi-media and one part for the individual media to break out.

Both parts should address the following agenda items:

- recommit to the objectives of joint planning and managing for environmental results;
- explore the most effective application of the full spectrum of compliance tools;
- share draft priorities and ideas for compliance initiatives;
- identify areas of conflict or inconsistency and work toward resolution;
- agree on joint and separate roles and responsibilities;
- share successes and address challenges identified in self-assessments.

Subsequent monthly or quarterly meetings of individual media compliance and enforcement managers and multi-media meetings as needed to:

- share progress/outcomes of initiatives;
- continue work toward resolution of conflicts/challenges;
- discussion of multi-media strategies and shared work coordinated with IDEM's Office of Enforcement;
- ensure IDEM input into EPA MOA negotiations between US EPA Region 5 and Headquarters.

B. Consultation on Enforcement and Compliance Assurance Activities

Ongoing communication and consultation between EPA and IDEM is critical for a smooth working relationship. Specifically, it will enable discussion of initiatives, implementation efforts, and the status of projects/cases.

Therefore, we agree on the following steps that will promote a climate that encourages compliance and enforcement personnel from EPA and IDEM to work together.

- Periodic media-specific meetings and conference calls to review the pipeline of activities and current issues (one example is to have monthly conference calls and quarterly meetings). Discussions at these sessions should include progress on the pipeline of work being shared, and current issues/problems;
- Immediate communication with management on significant changes in scheduled activities or priorities;
- Identification of contacts for individual multi-media activities;
- Institutionalization of a meaningful inter-agency communications policy which includes advance (i.e. before a decision to act is made) consultation and cooperation between IDEM and EPA as part of the decision making process for initiation of: inspections and other compliance assurance activities or any enforcement action (or addition of any source to the High Priority Violation [HPV] or Significant Non-Compliance [SNC] lists);
- Ongoing communication during the pendency of all EPA enforcement cases where violations have taken place in Indiana to enable EPA and IDEM to coordinate injunctive relief and tailor supplemental environmental projects.
- There may be emergency situations or criminal matters that require EPA to take immediate action (e.g., seeking a temporary restraining order); in those circumstances, EPA will consult with IDEM as quickly as possible following initiation of the action.

Note: EPA and IDEM recognize the need to maintain adequate security for all information related to any compliance or enforcement activities contemplated by either agency. Therefore, EPA and IDEM agree not to share any information concerning such contemplated activities with any person or entity outside of the two agencies without a joint agreement to share that information. EPA and IDEM agree that all staff must be aware of this requirement of confidentiality.

C. Striving For Program Evaluation through Self-Audits and Assessment

EPA and IDEM recognize the importance of self assessments in the National Environmental Performance Partnership System and EPA's ongoing responsibility of maintaining a consistent national program across Region 5. IDEM and EPA share the view that excessive oversight of individual activities can lead to duplication of environmental protection resources. We recognize that changes in oversight techniques will be based in part on the success of the work sharing by EPA and IDEM, and on IDEM's preparedness to determine compliance effectively and take appropriate enforcement action. EPA's evaluation of IDEM's preparedness should also include a qualitative aspect, based on a mutual trust that EPA and IDEM are both committed to effectively implementing this Environmental Performance Partnership Agreement. To that end, IDEM and EPA program offices will work toward developing an understanding regarding IDEM's compliance and enforcement strategies. The self assessment process will include the following components:

- As part of the national dialogue between EPA and the States regarding Core Performance Measures, additional Accountability Measures have been identified for compliance and enforcement;
- IDEM agrees to continue entering compliance and enforcement activity data into the national data systems;
- IDEM will work toward improving its data systems in order to provide additional enforcement results information in the future. EPA will work toward focusing on whole program environmental performance, taking into account not only the number of activities conducted, but also the results of those activities, as additional results information becomes available.

D. Performance Measurement and Oversight

Accountability measures are to be used to review patterns and trends in noncompliance and to analyze program outcomes and outputs. IDEM agrees to continue to provide facility-specific compliance and enforcement information to the automated data systems which will provide the basis for the FY 2002/2003 accountability measures.

IDEM is working toward improving its data systems in order to provide additional enforcement results information in the future. US EPA Region 5 will work toward focusing on whole program environmental performance, taking into account not only the number of activities conducted, but also the results of those activities, as the additional results information becomes available.

Both agencies agree to perform self-assessments in accordance with the Review and Assessment section of this agreement to evaluate our progress and identify challenges. The compliance and enforcement portions of those self-assessments will be discussed during the joint planning meetings. US EPA Region 5 will use differential oversight and a range of responses to assess IDEM performance, moving toward the goal of increasing its use of periodic "system level" reviews and reducing "real time" reviews of individual actions.

XI. Improved Data and Information Sharing

Improved data quality, data integration and information sharing will enable US EPA Region 5 and IDEM to better manage environmental programs and achieve the results we have targeted in this agreement. Specific activities we will pursue during this agreement period are detailed under the Agency-Wide Priority of Communicating with Communities. We agree that these activities should:

- Support the development of indicators and core performance measures and assess the trends they show.
- Improve our ability to assess the multiple environmental impacts of entire facilities that may contribute to Indiana's environmental problems.
- Improve our spatial ability to analyze environmental conditions and identify pollution sources that might have an impact on human health, ecosystems or economic development.
- Improve our staff's ability to access data that will aid in decision-making.
- Improve data analysis and sharing across programs.
- Improve electronic communications and linkages that will enhance our partnership to protect Indiana's environment.
- Improve processes to streamline environmental reporting for the regulated community, and evaluate and streamline current state reporting requirements for US EPA program databases.
- Improve public access to information about environmental conditions, facility compliance records, and agency activities.
- Continue to submit timely and accurate data into existing regional/national databases.

XII. Environmental Justice

The Indiana Department of Environmental Management is committed to protecting and preserving the quality of Indiana's air, water and land for all our citizens in an equitable and effective manner. An important part of that commitment is ensuring that all communities are included in a meaningful way in any environmental decision making that directly or indirectly affects them.

The concept of environmental justice includes the fair treatment and meaningful involvement of all people in the implementation of environmental decision making pursuant to all federal and state environmental statutes and rules. In addition, Title VI of the Civil Rights Act of 1964 reinforces environmental justice in that it contains non-discrimination requirements that must be followed by all recipients of federal funding.

Therefore the Indiana Department of Environmental Management intends to address both of our obligations under Title VI of the Civil Rights Act as well as our responsibility to ensure that all people in our state are included in making decisions that affect their environment by implementing an environmental justice strategy. To achieve the Department's environmental justice goals, the strategies pursued as a result of this planning process will be ongoing and sustainable, will be developed in partnership with the communities affected by environmental justice issues, and will involve the institutionalization of processes and policies to reduce the disparate impact of environmental burden on people of color and low income status.

Key Implementation Principles

1. **Awareness and Sensitivity:** The department will ensure that all staff involved in environmental decision making are sensitive to the nature of and the cumulative environmental burden on the population affected by those decisions.
2. **Public Participation:** The Department will continue to improve its efforts to put into place effective means for soliciting meaningful public input on environmental decision making.
3. **Inclusiveness:** The Department will include all interested parties in the process of fashioning an environmental justice strategy.
4. **Proactivity:** The Department will actively pursue resolutions to environmental justice disputes or arranging for the facilitation of those disputes between all of the interested parties.
5. **Sustainability:** The environmental justice strategy devised in partnership by the Department and other stakeholders will include the means for ongoing sustainability of programs implemented pursuant to the strategy as well as systemic evaluation measures.

Implementation Steps

The Department has:

- Formed a statewide Interim Environmental Justice Advisory Committee that includes affected groups throughout the State.
- Identified geographical areas of environmental justice concern.
- Provided an environmental justice point of contact/clearinghouse within the Department to serve as a link between affected communities, industries and all levels of government.

- Developed plans to institutionalize within the Department's procedures, additional or more appropriate public process for rule makings, facility sitings or economic development incentive packages that affect environmental justice focus areas.
- Committed to the performance of milestones to integrate the Environmental Justice Strategic Plan throughout all of the Department's environmental programs.
- Developed plans to periodically evaluate the effectiveness of the Environmental Justice Strategic Plan and the Department's implementation of the Plan.

Future Implementation Steps

During the upcoming months the Department will:

- Conduct workshops throughout the state to educate communities about environmental justice issues and their role as participants in environmental decision making.
- Conduct internal training of Department staff on environmental justice issues and processes with the goal of integration of those concepts into its day-to-day work.
- Before environmental decisions are made, actively facilitate the resolution of environmental justice disputes between communities and industries during the up-front siting process for new and expanded facilities.
- Institutionalize within the Department's procedures, additional or more appropriate public processes for rule making, facility sitings, or economic development incentive packages that affect impacted communities.
- Periodically evaluate the effectiveness of the Environmental Justice Strategic Plan and the Department's implementation of the Plan.

Section

3

IDEM's Public Involvement Activities

IDEM pursued the involvement of citizens, groups, and other government entities as it developed this agreement. IDEM offices conducted many meetings with stakeholders to discuss goal development. These meetings included the regularly scheduled meetings of our agency's policy setting boards, such as the Water Pollution Control Board and the Clean Manufacturing Technology and Safe Materials Board. They also included meetings with other groups formed to deal with a more specific issue or program, such as the Hazardous Waste Compliance Advisory Group. Many managers and staff spent a significant amount of time discussing goals, objectives and indicators with stakeholders.

The Environmental Quality Services Council (EQSC) is IDEM's legislatively formed oversight body. IDEM communicates regularly with EQSC members regarding agency activities.

IDEM senior managers also made presentations to community groups, business seminars and other forums to offer a variety of customers an opportunity to participate in the development of Agency-Wide and Office Priorities. These presentations were well received and will continue.

Draft copies of this Agreement were distributed to interested stakeholders.

IDEM will continue to work to improve our public outreach and involvement efforts. IDEM managers will continue to describe the impact of the agreement for their audiences, and encourage businesses and local communities to work toward statewide goals and objectives. We will continue to update board members on progress toward goals in this agreement and the development of the next one. We will continue to increase the partnership between IDEM and US EPA Region 5 in communicating with and listening to the citizens of Indiana.

Section

4

Review/Assessment Process

The review and assessment process for this agreement and the performance partnership grant will provide a forum for meaningful, face-to-face communication between IDEM and US EPA Region 5. The process will:

- Measure and analyze the environmental and programmatic results;
- Recognize and reward success in achieving environmental results;
- Identify emerging issues, environmental trends and areas and strategies for improvement;
- Provide flexibility in both form and substance, as warranted by program performance;
- Seek to eliminate duplicative or unnecessary efforts and reporting;
- Provide an accountability mechanism for evaluating and maintaining national consistency, while allowing for differences among individual state programs;
- Respond with appropriate solutions, which may include redirecting goals and resources; obtaining federal assistance; or increasing federal oversight and involvement in the management of delegated programs; and
- Encourage IDEM to find innovative program implementation alternatives, as long as the desired result is achieved.

The success of this agreement relies on clear, constructive communication and the commitment of IDEM and US EPA Region 5 to work together to solve problems and improve the programs. If any differences on specific issues or problems arise, IDEM and US EPA Region 5 will move quickly to resolve them at the staff level or elevate the issue through the dispute resolution process described in Section 5: Dispute Resolution Process (on page 307).

To facilitate frequent and open communication we will:

1. **Hold Conference Calls Quarterly:** In order to share ideas, progress and plan program activities, conference calls will be held quarterly for each program. By September 15, 2001, IDEM and US EPA Region 5 will identify the managers responsible for convening the calls and developing the agendas. Both IDEM and US EPA Region 5 may contribute topics for the agenda. Less formal ongoing communication during the agreement period is encouraged.

2. **Hold Partnership Meetings Annually:** IDEM and US EPA Region 5 will meet annually to assess progress on the Environmental Performance Partnership Agreement. IDEM will conduct self-assessments twice per year and will provide EPA with update on all projects and performance measures. IDEM and US EPA Region 5 will work together to set the agenda and exchange appropriate materials for discussion, including areas for improvement, successes in implementation, progress toward the goals, objectives and outcomes in the agreement, review of core performance measures and other issues that will impact the agreement (i.e., new legislation or policies). After the meeting, notes will be prepared and distributed which highlight the issues discussed, including the next steps and any proposed amendments to this agreement. Meeting notes and materials will serve as documentation of progress under the agreement. Participants will include staff and managers responsible for achieving the objectives under the environmental/strategic goals. The meetings will include exit briefings for IDEM assistant commissioners or deputy commissioners, if requested.

3. Review State-Federal Relationship Quarterly: Each quarter during the agreement period, a conference call will be held between the senior IDEM manager and senior US EPA Region 5 manager responsible for monitoring and implementing the EnPPA in each agency. This conference call will serve as a checkpoint for elevating state-federal relationship issues, celebrating successes, identifying barriers, and reaffirming the agreement's validity for both agencies.

4. Hold Midterm Partnership Meeting: Senior staff from IDEM and US EPA Region 5 will hold a Partnership Meeting in October 2002.

This Midterm Partnership meeting will:

- assess IDEM and US EPA Region 5's performance against the objectives, indicators and core performance measures in this agreement;
- analyze current program strengths and areas for improvement;
- identify emerging issues and environmental trends; and
- suggest any specific actions, approaches or suggestions for IDEM and US EPA Region 5 to improve progress under the next agreement.

5. Self-assessment: IDEM and EPA Region 5 will provide a written self-assessment by September 30, 2002 and September 30, 2003.

Amendments

During the agreement period, it may be necessary to amend the agreement to respond to legislative mandates, emerging issues, new priorities or other unforeseen issues. IDEM's Office of Planning and Assessment will submit proposed amendments to US EPA Region 5 as needed, but no more often than once each quarter. The Office of the Regional Administrator will be responsible for coordinating US EPA Region 5's review and approval of those amendments.

Other Reporting Relationships

During the agreement period, IDEM will provide information and reports to specific US EPA Region 5 program areas as outlined in annual guidance. **The drinking water annual program guidance or Annual Resource Deployment Plan (ARDP) end of year report is due to Region 5 by October 1st of each year.** US EPA Region 5 will conduct an annual evaluation of IDEM program performance pursuant to grant regulations and guidance. IDEM will continue to operate a US EPA Region 5 quality assurance program and submit timely and accurate data into existing regional/national databases.

The following tables show the relationships between the calendar year, the federal fiscal year, the state fiscal year and the time frames for the conference calls, partnership meetings, self-assessments and in "Indiana's Annual State of the Environment Report", which have been described above:

Fiscal Years

Calendar Year	Federal Fiscal Year	State Fiscal Year
July - September, 2001	FFY 2001	SFY 2002
October - December, 2001	FFY 2002	
January - March, 2002		
April- June, 2002		
July- September, 2002	FFY 2003	SFY 2003
October - December, 2002		
January - March, 2003		
April- June 2003		
July - September, 2003		SFY 2004

- Table 2: Fiscal Years

Time Frames

Calendar Year	Conference Calls	Partnership Meetings	Self Assessment	Indiana's Annual State of the Environment Report
July - September, 2001				
October - December, 2001			*	
January - March, 2002	X			
April- June, 2002		X		X
July-September, 2002	X		**	
October - December, 2002				
January - March, 2003	X			
April- June 2003		X		X
July - September, 2003			***	

- Table 3: Time Frames

* Final Self-Assessments for 1999-2001 Environmental Performance Partnership Agreement.

** Mid-Term Self-Assessment for 2001-2003 Environmental Performance Partnership Agreement.

*** Final Self-Assessments for 2001-2003 Environmental Performance Partnership Agreement.

Section

5

Dispute Resolution Process

IDEM and US EPA Region 5 will use the following agreed-upon dispute resolution process to handle the conflicts that may arise as we implement our environmental programs. We will treat the resolution process as an opportunity to improve our joint efforts and not as an indication of failure. For the purpose of this agreement, the following definitions will apply.

Dispute - any disagreement over an issue that prevents a matter from going forward.

Resolution process - a process whereby the parties move from disagreement to agreement over an issue.

XIII. Informal Dispute Resolution Guiding Principles

IDEM and US EPA Region 5 will ensure those programs:

- Recognize conflict as a normal part of the state/federal relationship.
- Approach disagreement as a mutual problem requiring efforts from both agencies to resolve.
- Approach the discussion as an opportunity to improve decision-making through joint efforts.
- Aim for resolution at the staff level, while keeping management informed.
- Seriously consider all issues raised, but address them in a prioritized manner to ensure that sufficient time is allocated to the most significant issues.
- Promptly disclose underlying assumptions, frames of reference and other driving forces.
- Clearly differentiate positions and check understanding of content and process with all appropriate or affected parties to ensure acceptance by all stakeholders.
- Document discussions to minimize future misunderstandings.
- Pay attention to time frames and/or deadlines and escalate quickly when necessary.

XIV. Formal Conflict Resolution

There are several formalized programmatic conflict resolution procedures that need to be invoked if the informal route has failed to resolve all issues. 40 CFR 31.70 outlines the formal grant dispute procedures. There is also a national pollutant discharge elimination system (NPDES) conflict resolution procedure. In addition, the Superfund program sponsors an alternate dispute resolution contract that provides neutral third parties to facilitate conflict resolution for projects accepted into the program. These are all time consuming and should be reserved for the most contentious issues. For less contentious matters, we will use the following procedures:

1. Principle: All disputes should be resolved at the front line or staff level.
2. Time frame: Generally, disputes should be resolved as quickly as possible but within two weeks of their arising at the staff level. If unresolved at the end of two weeks, the issue should be raised to the next level of each organization.
3. Escalation: When there is no resolution and the two weeks have passed, there should be comparable escalation in each organization, accompanied by a statement of the issue and a one-page issue paper. A conference call between the parties should be held as soon as possible. Disputes that need to be raised to a higher level should again be raised in comparable fashion in each organization.

See Dispute Resolution Model in Appendix C (on page 319).

Section 6 Conclusion

The 2001-2003 Environmental Performance Partnership Agreement was developed to guide and frame our course, to provide common goals and opportunities for collaborative efforts, and to promote the most effective allocation of resources. This agreement will help us foster a stronger working relationship and strengthen our ability to address and resolve the complex environmental challenges now facing us. Ultimately, this shared vision will help us reach our long-term goal of a healthier, cleaner environment.

Section 7 Agreement

This agreement is hereby entered into on this day of November 7, 2001 and remains in effect until June 30, 2003, unless amended by mutual consent.

For the State of Indiana:

Lori F. Kaplan
Commissioner
Indiana Department of Environmental Management

Date

For the U.S. Environmental Protection Agency:

Thomas V. Skinner
Regional Administrator
Region 5, United States Environmental Protection Agency

Date

Appendix A Framework for this Agreement

IDEM has adopted a framework for planning to ensure a consistent vocabulary while implementing this agreement. The framework is consistent with the national framework for core performance measures developed jointly by U.S. EPA and the states. The goals described herein are long-term visions of what we are trying to achieve. Objectives and outcomes are targets which we strive to achieve in a specific, measurable, achievable, realistic, and timely (SMART) manner. Program priorities are specific IDEM activities that we undertake to achieve our environmental or strategic objectives and outcomes

Environmental/Strategic Goals

IDEM's Environmental/Strategic Goals were developed by an agency-wide strategic planning effort in 1994 and have been reviewed and updated for this Agreement

Environmental goals focus on desired improvements in the state of the environment, measured through ambient air, land and water quality. Strategic goals focus on improved environmental management practices, geographic priorities, internal IDEM management and other issues of importance. For example, our strategic goal for drinking water is "Ensure Safe Drinking Water".

Environmental/Strategic Objectives

IDEM's Environmental/Strategic Objectives were developed for the 2001-2003 Environmental Performance Partnership Agreement and have been reviewed and updated for this Agreement

Environmental objectives define a specific and measurable result that is achievable and realistic within a specified time period, related to the desired ambient air, land, and water quality. For example, an environmental objective for improving air quality is "By the year 2007, citizens in Northwest Indiana will have air that meets the 0.12 part per million National Ambient Air Quality Standards (NAAQS) for ozone."

Strategic objectives define a specific and measurable result that is achievable within a specific time period, but these objectives are related to a strategic goal. For example, an IDEM strategic objective is "IDEM will track environmental progress through indicators summarized in "Indiana's Annual State of the Environment Report."

Outcomes

An outcome is a specific and measurable result. An outcome may be a change in behavior (compliance rates) or a change in the quality of the environment (levels of emissions). Outcomes allow us to evaluate the effectiveness of IDEM's activities.

Program Priorities

Program priorities are specific IDEM activities that we undertake to achieve our environmental or strategic objectives and outcomes during the term of this agreement.

The following table summarizes the four levels in IDEM's planning framework:

• Table 4: Framework for Planning

Framework for Planning		
Endpoint	Characteristics	Measures
Goals	<ul style="list-style-type: none"> ▪ Long-term. ▪ Not constrained by resources. ▪ Ultimate desired result. ▪ Quantitative or qualitative target. ▪ Environmental or strategic. ▪ No specific time frame. 	State of the Environment Long-term improvements in the quality of Indiana's air, land and water.
Objectives	<ul style="list-style-type: none"> ▪ Clear numerical target ▪ Strategic or environmental. ▪ Includes a time frame and baseline. ▪ Linked to long-term goal. ▪ Achievable with anticipated resources. ▪ Time frame of at least 5 to 10 years 	Core Environmental Indicators Examples: <ul style="list-style-type: none"> ▪ Trends in ambient air quality ▪ Number and percent of assessed river miles that have water quality supporting designated beneficial uses.
Outcomes	<ul style="list-style-type: none"> ▪ Desired changes in emission levels, compliance rates or activities of pollution sources. ▪ Linked to the objectives. ▪ Clear target that includes a timeframe, a numerical target, and a baseline. ▪ Achievable with anticipated resources. ▪ Time frame of 2 to 5 years. 	Core Program Outcome Measures Examples: <ul style="list-style-type: none"> ▪ Percent of facilities in compliance ▪ Emission levels of air pollutants. Percent of Underground Storage Tanks (USTs) meeting requirements.
Priorities	<ul style="list-style-type: none"> ▪ What IDEM does. ▪ Linked to outcome. ▪ Includes permitting, enforcement actions, inspections, and education/outreach activities. ▪ Measurable targets for program performance, such as "Issue all permits on time" ▪ One-year time frame. 	Measures of Success Examples: <ul style="list-style-type: none"> ▪ Percentage of permits issued on time. ▪ Number of inspections.

Appendix

B

IDEM / EPA Region 5 Org.
Charts

Organizational Charts are available at:

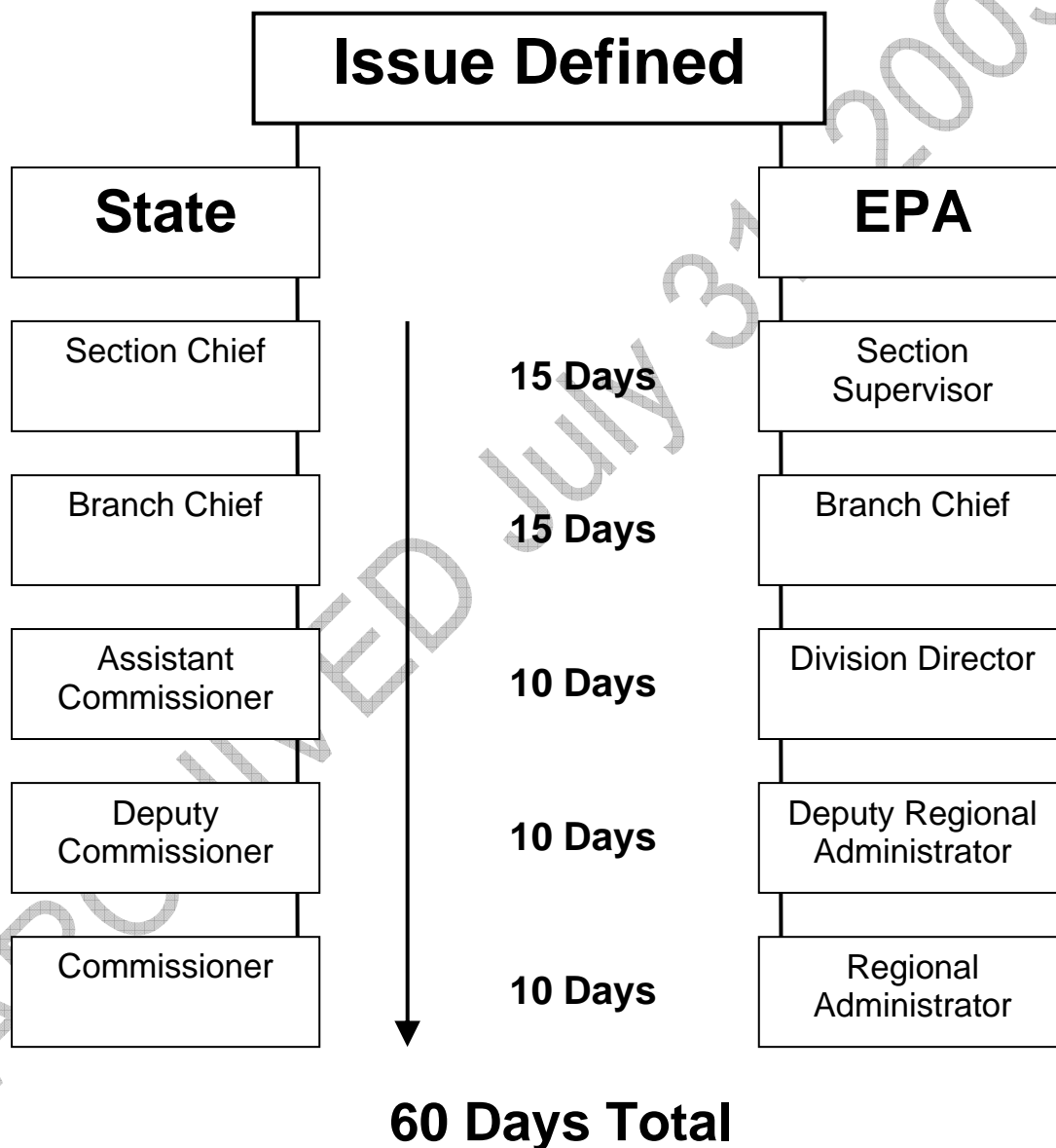
Indiana Department of Environmental Management:

<http://www.IN.gov/idem/orgchart.html>

EPA Region 5:

<http://www.epa.gov/region5/orgchart.htm>

Appendix

C**Dispute Resolution Model****Dispute Resolution Model**

- Figure 1: Dispute Resolution Model

Appendix

D Acronym List

AA	Administrative Assistant
AEL	Active Exceptions List
AG	Attorney General
AHERA	Asbestos Hazard Emergency Response Act
AIRS	Aerometric Information Retrieval System
AL	Action Level
ANSI	American National Standards Institute
APTI	Air Pollution Training Institute
ARB	Air Resources Board (Grissom)
ASQC	American Society for Quality Control
AWMA	Air and Waste Management Association
BAA	Broad Agency Announcement
C/E	Compliance and Enforcement
CA	Corrective Action
CAATS	Computer Assisted Approval and Tracking System
CAM	Compliance Assurance Monitoring
CAP	Corrective Action Plan, Community Assistance Program, or Compliance Advisory Panel
CD	Compact Disk
CE	Compliance and Enforcement
CEI	Compliance Evaluation Inspection
CEMS	Compliance/Enforcement Management System, Continuous Emissions Monitoring Systems
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act (1980)
CERCLIS	Comprehensive Environmental Response, Compensation and Liability Information System
CFR	Code of Federal Regulations
CITES	Central Indiana Technical and Environmental Societies
CMTB	Clean Manufacturing Technology Board
CMTI	Clean Manufacturing Technology and Safe Materials Institute
COMS	Continuous Emissions Monitoring Systems
COP	Current Operating Procedure
CPM	Core Performance Measure
CSO	Combined Sewer Overflow
CTAP	Compliance and Technical Assistance Program (IDEM)
DC	District of Columbia
DNR	Indiana Department of Natural Resources
DOD	U.S. Department of Defense
DWB	Drinking Water Branch (IDEM)
DWSRF	Drinking Water State Revolving Fund
EMI	Environmental Management Institute
IMPACT	Environmental Monitoring for Public Access and Community Tracking
EMS	Emergency Response System, Environmental Management System
EnPPA	Environmental Performance Partnership Agreement
EPA	U.S. Environmental Protection Agency
EQSC	Environmental Quality Service Council
ERAG	Ecological Risk Assessment Guidance

ESRI	Environmental Systems Research Institute
FCA	Fish Consumption Advisory
FESOP	Federally Enforceable State Operating Permit
FFY	Federal Fiscal Year
FSR	Financial Status Report
FY	Fiscal Year
GIS	Geographic Information System
GLPPR	Great Lakes Pollution Prevention Roundtable
GPRA	Government Performance and Results Act
GPS	Global Positioning System
HAP	Hazardous Air Pollutants
HD	Health Department
HDDS	Heavy Duty Diesel Settlement
HHW	Household Hazardous Waste
HPV	High Priority Violation
HR	Human Resources
HRS	Hazard Ranking System
I & M	Vehicle Inspection and Maintenance
I/M	Inspection/Maintenance
IC	Indiana Code
IDEM	Indiana Department of Environmental Management
IEHA	Indiana Environmental Health Association
IEI	Indiana Environmental Institute
IFES	Indiana Forum Environmental Safety
IIOA	Indiana Industrial Operators Association
IKE	Improving Kids' Environment
IMA	Indiana Manufacturers' Association
IN	Indiana
IOC	Inorganic Chemicals
IPM	Integrated Pest Management
ISM	Indiana Scoring Model
ISO	International Standard Organization
I-STEPS	Indiana State Emissions Processing System
IT	Information Technology
LADCO	Lake Michigan Air Directors Consortium
LEAP	Learning and Environmental Awareness Partnership
LEPC	Local Emergency Planning Committee
LQG	Large Quantity Generator
LSA	Legislative Services Agency
LUST	Leaking Underground Storage Tank
MACS	Media and Communications Services (IDEM)
MACT	Maximum Achievable Control Technologies
MCL	Maximum Contaminant Level
METS	Multimedia Enforcement Tracking System
MM	Multimedia
MOA	Memorandum of Agreement
MOS	Measure of Success
MOU	Memorandum of Understanding
N/A	Not Applicable
NAAQS	National Ambient Air Quality Standards
NEPPS	National Environmental Performance Partnership System
NESHAP	National Emissions Standards for Hazardous Air Pollutants
NIRPC	Northwest Indiana Regional Plan Commission
NOx	Nitrogen Oxides
NPD	Nonrule Policy Document

NPDES	National Pollution Discharge Elimination System
NPL	National Priorities List
NPPR	National Pollution Prevention Roundtable
NPS	Nonpoint Source
NRC	National Recycling Coalition
NW	Northwest
O&M	Operations and Maintenance
OAQ	Office of Air Quality (IDEM)
OBDII	On-Board Diagnostic Testing
OE	Office of Enforcement (IDEM)
OECA	Office of Enforcement and Compliance Assurance
OLC	Office of Legal Council (IDEM)
OLQ	Office of Land Quality (IDEM)
OMBA	Office of Management, Budget and Administration (IDEM)
OPA	Oil Pollution Act
OPPTA	Office of Pollution Prevention and Technical Assistance (IDEM)
OSHA	Occupational Safety and Health Administration
OVC	Office of Voluntary Compliance (IDEM)
OWQ	Office of Water Quality (IDEM)
P2	Pollution Prevention
P4P2	Partners for Pollution Prevention
PA/VI	Preliminary Assessment / Visual Site Investigation
PBT	Persistent Bioaccumulative Toxics
PCB	Polychlorinated Biphenyls
PDF	Portable, Downloadable File
PM2.5	Particulate Matter 2.5 millimeters in diameter
POTW	Publicly Owned Treatment Works
PPG	Performance Partnership Grant
PSD	Prevention of Significant Deterioration
PWS	Public Water System, Public Water Supply
PWSS	Public Water Supply System
QA	Quality Assurance
QAPP	Quality Assurance Program Plan
QMP	Quality Management Plan
Rads	Radionuclide
RCRA	Resource Conservation and Recovery Act
RCRIS	Resource Conservation and Recovery Information System
RFA	RCRA Facility Assessment
RFI	RCRA Facility Investigation
RI	Reconnaissance Inspections
RISC	Risk Integrated System of Closure
RP	Responsible Party
SDWIS	Safe Drinking Water Information System
SEM	Senior Environmental Manager
SFY	State Fiscal Year
SGP	Strategic Goals Program
SI	Site Inspection
SIP	State Implementation Plan
SNC	Significant Noncompliance
SO2	Sulfur Dioxide
SOC	Synthetic Organic Compounds
SPA	State Program Approval
SPD	State Personnel Department (Indiana)
SSO	Sanitary Sewer Overflow
SSOA	Source Specific Operating Agreement

STARS	Semi-annual Performance Measures Report
SWMD	Solid Waste Management District
SWQMS	Surface Water Quality Monitoring Strategy
SWTR	Surface Water Treatment Rule
TMDL	Total Maximum Daily Load
TRI	Toxic Release Inventory
TSD	Treatment, Storage and Disposal
TT	Treatment Technique
TTHM	Total Trihalomethane
TVOP	Title 5 Operating Permits
UIC	Underground Injection Control
ULCERS	Underground Leaking, Community Right to Know and Emergency Response System
US EPA	U.S. Environmental Protection Agency
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
UST	Underground Storage Tank
UWA	Unified Watershed Assessment
VOC	Volatile Organic Compounds
VRP	Voluntary Remediation Program (IDEM)
WPCB	Water Pollution Control Board
WQM	Water Quality Management
WRS	Watershed Restoration Strategy
Y2K	Year 2000

Addendum

A Office Of Water Quality**Funding Sources**

- 1) IDEM will reach agreement with the State Budget Agency on the use of Drinking Water State Revolving Fund (DWSRF) for program administration. The Intended Use Plan will be modified to reflect the use of the set-asides by the program.**

By: September 30, 2001

% Complete & Status:

100% complete. IDEM and the State Budget Agency revised and signed the Memorandum of Understanding between the two agencies, which includes a provision regarding the use of funds for DW program administration. IDEM will use up to 11% of the Drinking Water SRF capitalization grant, not to exceed \$1,000,000, for drinking water programmatic uses. A "banking" provision has been built into the agreement whereby any funds not obligated one year from the date of the receipt of the capitalization grant would revert back to the SRF program. IDEM also agreed to return all unused FY2000 Set Aside funds to the loan program. The SRF Drinking Water Intended Use Plan contains these provisions.

- 2) IDEM will determine, based on number 1) above, whether any federal PPG funds will be transferred to the Drinking Water Program.**

By: October 31, 2001

% Complete & Status:

100% complete. At this time, IDEM is not proposing to transfer any federal PPG funds to the Drinking Water Program. If such a request is needed, we will work with U.S. EPA.

- 3) IDEM will evaluate funding needs and possible funding sources in addition to numbers 1) and 2) above and make recommendations for any additional funding sources.**

By: December 31, 2001

% Complete & Status:

25% complete. Legislation containing a proposal for drinking water fees was introduced in the 2003 session of the Indiana General Assembly.

- 4) IDEM will provide a report on the status of items 1) – 3) above.**

Quarterly

% Complete & Status:

100% complete - ongoing. This document will be forwarded to EPA.

Enhancements to Current Drinking Water Program

- 5) Through use of additional resources, the Drinking Water Program will enhance current efforts in the following areas:**

a) Increase the number of sanitary surveys performed

% Complete & Status:

0% complete. The Staffing package has been developed that would fund positions with the DWSRF set-aside. However, finalization of the package will be dependent upon the state fiscal situation and the strategic hiring restrictions. Without additional staffing, it will be difficult to increase the number of sanitary surveys at community and nontransient noncommunity systems. Surveys at transient systems will be performed by a contractor at the same time source water assessment field work is performed. IDEM is working with the National Asian Pacific Counsel on Aging (NAPCA) and EPA to bring Senior Environmental Employee Positions (SEEP) to the Drinking Water Program to assist with implementation of the SDWA. EPA had approved the use of set aside money to hire SEEP Employees. To date, we filled one of the two SEEP positions for the field Section in November 2002. We hope to find a suitable candidate to hire for the second SEEP Employee in a few months.

b) Improve public water supply monitoring and reporting compliance with a focus on small systems

% Complete & Status:

100% complete. The Drinking Water Branch (DWB) will continue to send courtesy reminder letters to public water systems at least one (1) month before the end of the monitoring period. DWB has finalized the Memorandum of Agreement (MOA) with Indiana State Department of Health Laboratory to have all analyses for total coliform and nitrate done at no cost to the small public water systems (serving populations with fewer than 100.) The small system laboratory assistance program (SSLAP) began in July 2002. There are over 2,400 PWSs affected by this program.

c) Improve the ability of systems to meet the requirements of the SDWA by improving implementation of Indiana's Capacity Development Strategy for existing systems

% Complete & Status:

50% complete. The staffing package has been developed that would fund positions with the DWSRF set-aside. IDEM plans to use SEEP staff to assist with Capacity Development activities. So far, DWB has had a hard time finding applicants under the SEEP program to fill the needed positions. IDEM has also selected a contractor to provide Capacity Development assistance, especially in the financial area. Capacity Development resources are currently focused on improving system security and building capacity at small systems with severe compliance or operational problems.

d) Increase the number of wellhead protection plans approved

% Complete & Status:

50% complete. The key to increased approval is increased reviews. OWQ has recently increased resources to expedite review. OWQ has hired an additional staff person to work on reviews. OWQ has also secured contractors to complete technical reviews of submitted delineations and plans. To date, over 100 WHP plans are approved, and many more (300+) have been reviewed, but many need revisions before they can be approved. Staff has been providing compliance assistance to help systems understand and correct plan deficiencies.

e) Improve IDEM's capability to implement new federal rules promulgated under the 1996 Amendments to the Safe Drinking Water Act

% Complete & Status:

100% complete. The DWB has committed to notify all public water systems (PWS) of new federal rules at least three (3) months prior to rules' becoming effective. DWB has sent fact sheets on the new rules, along with commonly asked questions. DWB has further committed to provide information about new rules, including the impact of the new rule and a copy of the rule. Furthermore, DWB staff has and will continue to make presentations on rules to various drinking water associations. Prior to a rule's being effective, the DWB Compliance Section will create a database to easily track all the requirements of the rules for ease of implementing the rules. The latest rule that the DWB is now implementing includes: lead and copper rule minor revision, interim enhanced surface water treatment (IESWTR) and disinfectants/disinfection byproduct (D/DBR) rules. DWB started implementing these rules on January 1, 2002. In addition, two (2) new federal rules became effective in February 2002 and they are Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR) and the Arsenic Rule. DWB has provided affected PWS with the necessary information and fact sheets. DWB and EPA Region 5 even held a workshop pertaining to the LT1ESWTR on May 22, 2002 to the affected PWS. On Arsenic rule, DWB has made numerous presentations to water works associations statewide for the past 9 months. Full effective implementation is dependent on adequate resources. SEEP positions will be utilized to assist with implementation of this task.

- f) IDEM will provide a report on the status of items a) - e) above.

Semi-annually

% Complete & Status:

100% complete. The FY02 report, which is part of the annual resource deployment plan (ARDP), was submitted to EPA last September 2002.

6) To accomplish these tasks, IDEM plans to add additional staff to the Drinking Water Program, utilize an outside contractor and make use of the State Department of Health's laboratory. Specifically, IDEM will perform the following activities to address the above noted concerns:

- a) Increase the number of Sanitary Surveys Performed

- (1) IDEM will pursue hiring additional inspectors to perform sanitary surveys, provide follow up at systems with MCL or other violations, provide compliance assistance and respond to citizens concerns.

% Complete & Status:

50% complete. The staffing package has been developed that would fund positions with the DWSRF set-aside. However, finalization of the package will be dependent upon the state fiscal situation and the strategic hiring restrictions. The approval of the staffing package is a key element for increasing the number of sanitary surveys at community and nontransient noncommunity water systems. Selection of two vendors to perform sanitary surveys at transient systems is complete, and they have begun performing surveys. IDEM is working with EPA and the National Asian Pacific Counsel on Aging (NAPCA) and EPA to bring Senior Environmental Employee Positions (SEEP) to the Drinking Water Program to assist with implementation of the SDWA. EPA had given approval to hire SEEP Employees using set aside money. To date, the Field Section has hired one (1) SEEP Employee in November, 2002. The other SEEP position may be filled in a few months.

- (2) As part of performing the field data collection work associated with source water assessments, IDEM's contractor will be performing sanitary surveys at transients systems using ground water.

Sanitary surveys under this contract should begin in August of 2001, and they should be completed within approximately 2 years.

% Complete & Status:

35% complete. The contractors have completed sanitary surveys for approximately 200 transient systems and continue to complete approximately 50 additional surveys each month.

- (3) If deficiencies are noted by the contractor, the systems will be prioritized for follow up by IDEM staff.

% Complete & Status:

10% complete. Vendors are reporting deficiencies as they complete surveys. As they come in, systems with serious deficiencies will be prioritized for inspections and/or follow-up by IDEM staff. The first set of sanitary surveys has been received, reviewed and referred to the appropriate inspectors for review and action. The field section has received surveys done through November 2002 and have begun visiting systems with discrepancies.

- (4) IDEM has prioritized all surface water systems for sanitary surveys.

Over the next 2 years.

% Complete & Status:

100% of systems serving populations over 10,000 have been surveyed. Inspections of facilities serving fewer than 10,000 will be completed by 9/03.

b) Improve public water supply monitoring and reporting compliance

- (1) IDEM will work cooperatively with the Indiana State Department of Health (ISDH) laboratory to provide analysis of contaminants under the Total Coliform Rule and Nitrate Rule for all systems serving a population of 100 or less at no cost to the system.

% Complete & Status:

100% complete. The Memorandum of Agreement (MOA) with ISDH started in July 1, 2002. This MOU is renewable yearly.

- (2) Sample bottles will be mailed to each system. The system will collect the sample and return it to ISDH. The results of the samples will be delivered to IDEM electronically.

% Complete & Status:

100% complete. The sample bottles to all affected Public Water Supplies (PWSs) for the remaining 2002 monitoring period was mailed last July to August 2002. Affected PWSs were notified of the 2003 monitoring period last December 6, 2002 and the samples will be sent by ISDH to all affected PWSs in December 2002 and January 2003.

- (3) Systems that fail to monitor and report under this new approach will be referred to our Office of Enforcement for appropriate follow up.

% Complete & Status:

90% complete. Compliance Section Staff of the DWB will track, on a weekly or monthly basis (depending upon the type of PWS and sample collection dates), whether sampling is done as required by the schedule. PWS that do not collect the sample on time will be contacted by Compliance Section Staff to determine the cause for not sampling, and, if the PWS failed to sample without proper mitigating circumstances, it will be referred for formal enforcement. So far, we have received July 2002 through January 2003 results electronically from ISDH. PWSs that failed to sample during 2 compliance periods (July-December 2002) will be referred to the OE for enforcement. To date, we have identified 148 PWSs failing to sample during July - December 2002 sampling period and they will be referred for formal enforcement.

c) Implement Indiana's Capacity Development Strategy for existing systems

- (1) IDEM will enhance our current capacity development efforts by hiring additional staff and consolidating existing staff to form a new Capacity Development Section. This new section will have primary responsibility for implementing the existing system strategy as well as capacity development for new systems.

% Complete & Status:

50% complete. The staffing package has been developed that would fund positions with the DWSRF set-aside. IDEM plans to use SEEP staff to assist with Capacity Development activities. We are awaiting final approval of the SEEPs as noted above. IDEM has also selected an outside contractor to perform Capacity Development assistance. IDEM will use SEEP employees for Capacity Development tasks when eligible applicants become available.

d) Increase the number of wellhead protection plans approved

- (1) IDEM will hire a contractor(s) to perform wellhead plan reviews for the agency. By using a contractor, we anticipate that approximately 250 plans can be reviewed and a final decision issued each year.

% Complete & Status:

95% complete. OWQ has secured and trained contractors and they have begun reviewing assigned WHP plans.

- (2) IDEM will pursue the addition of staff (or the transfer of existing staff from other program areas) to assist in the Wellhead Protection Program. The staff will oversee the work of the contractor and provide assistance to systems, especially small systems, with the implementation of their wellhead protection plan.

% Complete & Status:

100% complete. OWQ has filled an EM2 position that coordinates implementation of the Wellhead Protection Program. Additionally, OWQ is currently utilizing contractors to complete technical reviews of submitted delineations and plans. Three positions within the ground water sections have been reassigned to perform wellhead and activities.

e) Implementation of the Safe Drinking Water Act

- (1) IDEM will pursue creation of a rule development and implementation specialist. This position would coordinate the incorporation of federal rules into Indiana rules to maintain primacy. The position would analyze each rule for its impacts on the State's program and systems. The position would then develop a strategy for effective and efficient rule implementation by the State.

% Complete & Status:

10% complete. The staffing package has been developed that would fund positions with the DWSRF set-aside. However, finalization of the package will be dependent upon the state fiscal situation and the strategic hiring restrictions.

- (2) By completing the activities outlined in a), b) and c) above, some of the existing staff resources will become available to perform other activities. These staff will be shifted to implementation of new rules including the surface water treatment rules (IESWTR, Filter backwash, LT1), the Disinfection Byproduct Rule, and the Public Notice Rule.

% Complete & Status:

10% complete. Since the plans to hire additional staff are not finalized due to the reasons described above, there can be no shifting of staff at this time.

- (3) IDEM will use the Annual Resource Deployment Plan to describe the specific commitment of resources to the implementation of individual rules.

% Complete & Status:

100% complete. IDEM has submitted the FY03 Annual Resource Deployment Plan to Region 5. We will update the plan based on a revised plan that Region 5 will provide to IDEM. The final FY2002 ARDP was submitted to EPA.

Addendum

B

Comments On The Federal Role in the Indiana DEM SFY 2002-03 EnPPA

Office of Land Quality

B. OLQ - Office-wide Priorities,

2) RCRA Corrective Action

Meet CA/GPRA commitments

The Region will share its Regional Corrective Action Project Transition Strategy with IDEM and discuss the details and negotiate a final strategy.

The Region will work with IDEM to provide assistance in the State's development of its multi-year strategy to achieve all GPRA permitting requirements through 2005.

The Region will work with IDEM to assist in its efforts to include Environmental Justice considerations into the RCRA permitting process and especially in use of risk based reviews.

C. OLQ - Branch Specific Priorities,

1) Remediation Branch ,

a) Site Assessment and Investigation,

(7) NW Indiana Remedial Action Plan (RAP)

Region 5 will work with stakeholders towards restoring native habitat at six Federal lead sites in northwest Indiana that, after completing their corrective action responsibilities, have potential for using their property by restoring the land to native habitat.

C. OLQ-Branch Specific Priorities,

2) Permits Branch,

a) Hazardous Waste Permitting

The Region's Corrective Action Section (Permits) has a number of projects at which corrective action activities are currently managed jointly by Region 5 and IDEM. This may include technical assistance and document review. The Region is developing transition plans for some of these projects which may be transferred to IDEM in the near future. Until such time, the Region will continue joint efforts with IDEM.

During SFY 2002-03, the Region is planning to issue federal Operating Permits to ESSROC and General Electric.

C. OLQ-Branch Specific Priorities,

3) Compliance Branch,

b) UST Inspections

The Region will provide training through the WPTD Training Institute as available particularly classes in field sampling ecological risk.

**C. OLQ-Branch Specific Priorities,
3) Compliance Branch,
c) Technical Compliance Inspections**

The Region will conduct Compliance Evaluation Inspections (CEI) at facilities handling hazardous waste which meet the following criteria: (1) statutory mandate : two installations which are owned and/or operated by either the State or a local government as described in the Solid Waste Disposal Act (SWDA) Section 3007(d) and three Federal facilities as described in SWDA Section 3007(c); (2) two treatment, storage or disposal facilities receiving CERCLA waste from off-site locations under SWDA Section 3007(e); (3) three Boiler and Industrial Furnaces; (4) six large quantity generators of hazardous wastes in U.S. EPA's national and/or Regional priority sectors, such as waste derived from fertilizers, foundries, coating and electroplating operations and organic chemicals; (5) requests from IDEM; and (6) installations subject to open Federal enforcement either judicial and/or administrative decrees/orders.

The Region will conduct joint CEI's with IDEM at three large quantity generators (foundry sector) and three TSDs receiving hazardous waste from off-site locations. IDEM will take the lead in conducting the joint inspections.

The Region will refer hazardous waste related complaints received from Indiana citizens to IDEM for follow-up action.

**C. OLQ - Branch Specific Priorities,
3) Compliance Branch,
i) PCB Inspection Program**

Oversight for Toxics Substances Control Act (TSCA) PCB inspections will be done by Region 5's Pesticides and Toxics Enforcement Section. The Region will provide the State with the proper forms, including the TSCA Notice of Inspection and TSCA Confidentiality Notice, to issue at inspections and include in inspection reports. The Region will assist the State in targeting facilities for a "neutral inspection scheme" consistent with U.S. EPA Headquarters guidance. In addition to facilities from the scheme list, the Region will provide IDEM with potential facilities from tips and complaints and those to be included in multi-media inspections.

After the State conducts an inspection and completes an inspection report, the Region inputs data into the FIFRA/TSCA Tracking System. After reviewing inspection reports the Region may make requests for clarification or rewording to assure all violations are adequately explained. The Region will then issue the appropriate enforcement response. Only facilities not in compliance are notified. Depending on the circumstances the facility receives either a Notice of Noncompliance or a Civil Administrative Action. The Region sends copies of these to IDEM and also periodically updates the State on all facilities found in compliance.

The Region will provide technical assistance, rule interpretation and training to the State.

Office of Water Quality

A. OWQ - Agency-Wide Priorities,

1) Promote Watershed Approach

The Region will work jointly with the State to develop the Total Maximum Daily Loads (TMDL) strategy that is consistent with the two year TMDL schedule and will review and either approve or disapprove the State TMDL submission.

The Region will work with the State to make possible the timely assumption of the Clean Water Act Section 404 program.

A. OWQ - Agency-Wide Priorities,

7) Retain Primacy for Safe Drinking Water Act Program

U.S. EPA's headquarters will continue to develop regulations and guidance to implement the 1996 amendments to the Safe Drinking Water Act (SDWA). The Region 5 Ground Water and Drinking Water Branch (GWDWB) will assure that input from the State is requested and that IDEM's comments/issues are raised and presented to the national regulation development workgroups for discussion to help assure that regulations and guidance are appropriate and workable.

Region 5 GWDWB will review and comment on proposed State legislation and regulations to ensure consistency with Federal statutory requirements.

Region 5 GWDWB will provide training for IDEM staff on all new drinking water regulations within six months of final rule promulgation.

Region 5 GWDWB will support IDEM's efforts to expand State program resources in order to ensure drinking water safety.

A. OWQ - Agency-Wide Priorities,

7) Retain Primacy for Safe Drinking Water Act Program,

d) Implement Capacity Development for 50 community systems

The Region 5 GWDWB will inform the State in writing of the annual capacity development (CD) reporting requirements and other CD reporting requirements (i.e. Report to the Governor, etc.) As required under the SDWA, as amended. The Region will work closely with IDEM to assure report are submitted on time and that they met the requirements of the SDWA, Section 1420 (a)-(c). The Region will inform IDEM of national and regional CD related activities (i.e. training, workshops, etc.).

A. OWQ - Agency-Wide Priorities,

7) Retain Primacy for Safe Drinking Water Act Program,

e) 3600 PWS Completed Source Water Assessment Reviews

Region 5 GWDWB will support assessment and protection programs by State and local agencies by: a) developing partnerships with other U.S. EPA programs and other Federal agencies to assist States with assessments and protection; b) developing assessment and protection tools for use by States and locals; and c) by using outreach to get other parties to support source water protection.

B. OWQ-Office-Wide Priorities,

1) Surface Water Quality Monitoring Strategy Implementation

The Region will review and assess State monitoring programs (the first meeting to be held before December 31, 2001 and the completed review and report by December 31, 2002).

The Region will provide technical support and guidance as needed. Assistance will be provided through the Midwest Biological Institute.

The Region will assist with field work and seek additional funds from U.S. EPA headquarters to assist the State in developing criteria.

B. OWQ-Office-Wide Priorities,

2) Surface Water Quality Monitoring Strategy

The Region will provide guidance on developing monitoring strategies (Elements of an Adequate State Monitoring Program) and take an active part in assisting IDEM, as requested.

The Region will provide site-specific analyses or technical support, if requested, on priority places and waterways.

The Region will train, if requested, IDEM to use information technology-based decision support systems.

The Region will network with Regional partners to adopt a set of contextual protocols that will make water quality information posted on the Web more cohesive and coherent for public use.

The Region will make Great Lakes Initiative Clearinghouse available via the Internet.

B. OWQ-Office-Wide Priorities,

5) Watershed Restoration Strategies and Unified watershed Assessment

The Region will provide funding for State projects supporting nutrient criteria development up to the amount available from U.S. EPA headquarters and facilitate nutrient RTAG.

B. OWQ-Office-Wide Priorities,

6) Issue and Management of Water Quality Federal Grants

The Region will provide outreach to municipalities and developers on storm water Phase II requirements.

The Region will ensure emphasis on measurable environmental improvements in the 319/Non-point Source program and will provide assistance to the State to ensure the annual report focuses on accomplishments.

B. OWQ-Office-Wide Priorities,

9) Database Management

The Region 5 GWDWB will ensure the accuracy and completeness of SDWIS/FED data submissions and provide technical assistance and guidance on data management issues as resources allow. In addition, the Region will keep IDEM up-to-date on new/revised reporting requirements.

The Region will provide assistance in getting STORET either operational or linked to the State database.

The Region will provide technical and program assistance to the State on integrating various levels of NPS information needs with State monitoring needs.

**B. OWQ-Office-Wide Priorities,
13) New Permits Issued on time,
b) Wastewater Construction Permits**

The Region will review State rule changes to implement storm water phase II requirements.

**B. OWQ-Office-Wide Priorities,
14) Implement existing rules under the Safe Drinking Water Act,
B) Introduce and include P2 awareness into the Operator Certification Program**

Region 5 GWDWB will inform IDEM of the annual operator certification reporting requirements as required under the 1996 SDWA amendments. Region 5 will work closely with the State to assure reports are submitted on time and that they meet Federal requirements. Region 5 will inform IDEM of national and regional guidance and related activities. Region 5 will review the annual report as well as the Operator Certification Expense Reimbursement Grant Report.

Office of Air Quality

B. OAQ-Office-Wide Priorities,

1) Prepare for implementation of the NOX SIP call,

a) Complete submission of fully adopted NOX rule, and initial allocations to U.S. EPA.

The Region will take final rule making action on NOX submittal by the September 30, 2001.

D. OAQ-Branch Specific Priorities,

1) Permits Branch,

a) Issue all New Source Review decisions

The Region will provide review and comments in a timely manner.

D. OAQ-Branch Specific Priorities,

1) Permits Branch,

c) Issue all but 40 (5%) of the Title V permits with application dates prior to December 31, 2000 before June 30, 2002.

The Region will provide review and comments in a timely manner.

D. OAQ-Branch Specific Priorities,

1) Permits Branch,

f) Make all necessary revisions to Title V rules and program to receive full Federal approval and to comply with HB 1343.

The Region commits to work with IDEM to review the rules and provide a timely response so that IDEM can meet the deadline.

D. OAQ-Branch Specific Priorities,

1) Permits Branch,

h) Public participation goals/activities

The Region will work with IDEM and EPA offices to establish and implement citizens New Source Review training.

D. OAQ-Branch Specific Priorities,

1) Permits Branch,

k) Evaluate further opportunities to establish general permits or permits by rule,

If requested, the Region commits to work with IDEM to evaluate innovative approaches to meet deadlines.

D. OAQ-Branch Specific Priorities,

1) Permits Branch,

l) Establish schedule for opportunities identified to establish general permits or by rule and implement.

If requested, the Region commits to work with IDEM to evaluate innovative approaches to meet deadlines.

**D. OAQ- Branch Specific Priorities,
2) Compliance Branch**

The Region will: provide IDEM with all inspection/compliance determination tools developed by U.S. EPA , for example the Off-Site Inspection Checklist; participate in bimonthly enforcement prioritization conference calls; conduct joint compliance inspections with IDEM staff; forward citizen complaints to IDEM and work cooperatively to resolve them; provide IDEM with training and support for the maintenance of the AIRS data base; prepare written regulatory applicability determinations; and provide guidance to IDEM personnel by telephone and e-mail.

**D. OAQ- Branch Specific Priorities,
2) Compliance Branch,**

c) Implement the draft EPA Compliance Monitoring Strategy (CMS) for inspection and compliance evaluations.

(1) Develop a CMS plan with Region 5.

The Region will work with IDEM to ensure the development of the CMS plan.

**D. OAQ- Branch Specific Priorities,
2) Compliance Branch,**

f) Develop coordinated compliance program with OLQ focusing on sources subject to NESHAPS that contain leak detection requirements.

The Region will provide assistance to IDEM as requested.

**D. OAQ- Branch Specific Priorities,
2) Compliance Branch,**

i) Styrene compliance evaluation 326 IAC 20-50,

j) Approve protocols, quality assure and validate 85% of Compliance tests focusing on Title V ,

The Region will provide assistance and respond to questions as requested.

**D. OAQ- Branch Specific Priorities,
3) Ambient Air Monitoring Branch,**

a) Continue to operate and review all ambient networks to track National Ambient Air Quality Standards compliance for all criteria pollutants.

(1) Track monthly valid data return.

The Region will perform NAMS/SLAMS/AIRS reviews throughout the year and conduct: Technical system and performance audits and precision and accuracy data reviews.

The Region will continue to work with IDEM to implement the Regional Air Monitoring Strategy in conjunction with the remaining Region 5 States and the Lake Michigan Air Consortium.

**D. OAQ- Branch Specific Priorities,
3) Ambient Air Monitoring Branch,**

a) Continue to operate and review all ambient networks to track National Ambient Air Quality Standards compliance for all criteria pollutants.

(2) Achieve 90% valid data return for intermittent parameters.

The Region will issue Quarterly Data Completeness Reports.

**D. OAQ- Branch Specific Priorities,
3) Ambient Air Monitoring Branch,**

a) Continue to operate and review all ambient networks to track National Ambient Air Quality Standards compliance for all criteria pollutants.

(3) Provide final, quality assured ozone data after the close of the ozone season.

The Region will review and validate ozone data (May - September).

D. OAQ- Branch Specific Priorities,

3) Ambient Air Monitoring Branch,

a) Continue to operate and review all ambient networks to track National Ambient Air Quality Standards compliance for all criteria pollutants.

(4) Conduct annual network review in conjunction with Lake Michigan Air Directors Consortium Regional Planning Organization.

The Region will review the network and provide comments.

D. OAQ- Branch Specific Priorities,

3) Ambient Air Monitoring Branch,

b) Continue Indiana Air Toxics Monitoring Program.

The Region will assess and review existing air toxics networks and provide assistance to characterize, assess and address air toxics risks.

D. OAQ- Branch Specific Priorities,

3) Ambient Air Monitoring Branch,

b) Continue Indiana Air Toxics Monitoring Program.

(2) Track monthly valid data return for toxics site and meet 90%.

The Region will inventory air toxics data and enable submission of data to AIRS and also track concentrations and monitoring frequency.

D. OAQ- Branch Specific Priorities,

3) Ambient Air Monitoring Branch,

b) Continue Indiana Air Toxics Monitoring Program.

(3) After consultation with Air Toxics Advisory Group, finalize TO-15 analyte list, acquire standard, and begin analyzing the canister samples for those analytes.

The Region will provide assistance with methodology.

D. OAQ- Branch Specific Priorities,

3) Ambient Air Monitoring Branch,

b) Continue Indiana Air Toxics Monitoring Program.

(4) Implement enhancements at Indianapolis - Washington Park site to become a supersite, in accordance with the National Air Toxics Monitoring Program Grant.

The Region will track and provide necessary assistance and conduct Technical System Audits.

D. OAQ- Branch Specific Priorities,

3) Ambient Air Monitoring Branch,

b) Continue Indiana Air Toxics Monitoring Program.

(5) Maintain up to date information on Toxwatch website.

The Region will create and monitor web page which displays maps of Region, State and local air toxics monitoring locations.

- D. OAQ- Branch Specific Priorities,**
- 3) Ambient Air Monitoring Branch,**
- c) Establish PM-2.5 Speciation Monitoring Network.**
- (1) Research alternative continuous methodologies.**

The Region will coordinate laboratory analysis activities for the lab which does the speciation analysis for their two filter based speciation monitors.

The Region will provide assistance to complete the deployment of continuous mass PM-2.5 monitors.

- D. OAQ- Branch Specific Priorities,**
- 3) Ambient Air Monitoring Branch,**
- c) Establish PM-2.5 Speciation Monitoring Network. (2) - (5) monitoring activities**

The Region will provide assistance as needed and appropriate.

- D. OAQ- Branch Specific Priorities,**
- 3) Ambient Air Monitoring Branch,**
- c) Establish PM-2.5 Speciation Monitoring Network,**
- d) Conduct data analysis on PM-2.5 data**

The Region will provide assistance as needed and appropriate.

- D. OAQ- Branch Specific Priorities,**
- 3) Ambient Air Monitoring Branch,**
- c) Establish PM-2.5 Speciation Monitoring Network,**
- e) Conduct Visibility Monitoring**

The region will provide assistance as needed and appropriate.

- D. OAQ- Branch Specific Priorities,**
- 3) Ambient Air Monitoring Branch,**
- c) Establish PM-2.5 Speciation Monitoring Network,**
- f) Conduct Special Purpose Monitoring for complaints or source problems**

The region will provide assistance as needed and appropriate.

- D. OAQ- Branch Specific Priorities,**
- 4) Programs Branch**

The Region will complete both NSPS and MACT regulatory and applicability determinations for Indiana sources.

- D. OAQ- Branch Specific Priorities,**
- 4) Programs Branch,**
- a) Inspection/Maintenance**

The Region will review rules and take rule making action when rules submitted.

- D. OAQ- Branch Specific Priorities,**
- 4) Programs Branch,**
- b) Criteria Pollutants**

The Region will provide assistance as needed and appropriate and carry out necessary rule making activities.

**D. OAQ- Branch Specific Priorities,
4) Programs Branch,
b) Criteria Pollutants,
(6) PM10 Redesignation**

The region will provide assistance and reviews as needed and appropriate.

**D. OAQ- Branch Specific Priorities,
4) Programs Branch,
e) Rules projects**

The Region will review and provide timely comment on draft rules and take rule making action when appropriate.

**D. OAQ- Branch Specific Priorities,
4) Programs Branch,
f) Outreach projects**

The Region will review and provide comments.

**D. OAQ- Branch Specific Priorities,
4) Programs Branch,
h) Northwest Indiana Diesel Initiative**

The Region will provide technical assistance as requested.

Office of Pollution Prevention and Technical Assistance

B. OPPTA-Branch Specific Priorities,

1) Pollution Prevention Branch,

f) Continue to promote increased coordination between the....

The Region will work with other stakeholders in the RCRA and Toxics Substances Control Act programs to address issues dealing with the recycling and disposal of electronic wastes.

B. OPPTA - Branch Specific Priorities,

1) Pollution Prevention Branch,

e) Continue to mount active outreach and educational programs to further the

(4) Continue coordination of the Indiana Pollution Prevention Partners that includes:

Region 5 will participate in the US Department of Defense P2 Partnership activities.

B. OPPTA - Branch Specific Priorities,

4) Compliance Assistance Branch,

(g) Education and Outreach,

(2) Create sector specific compliance information,

(h) Metal Casting Industry

The Region will work with IDEM on developing beneficial reuse of foundry sand.

Office of Enforcement

**Office of Enforcement,
5) Initiate Strategic Enforcement Initiatives,
(1) Air Program**

The Region will participate in enforcement conference calls where the status of air program enforcement actions is discussed and future actions are planned. Other joint Federal/State enforcement activities included are case development calls/meetings, negotiation planning, and trial preparation.

**Office of Enforcement,
5) Initiate Strategic Enforcement Initiatives,
(2) Hazardous Waste Program**

The Region will review with IDEM: a) new or revised Federal RCRA rules; b) new or revised strategic plans affecting hazardous waste; c) U.S. EPA's Hazardous Waste Civil Enforcement Response Policy and RCRA Civil Penalty Policy; e) U.S. EPA's computerized programs to determine financial status of RCRA regulated entities; f) U.S. EPA's sector, waste, or rule-specific enforcement strategies; and g) RCRA Info and other data management strategies.

The Region will assist IDEM in conducting financial analyses of a violator's claim of inability to pay for injunctive relief and /or monetary penalties in formal enforcement actions brought by the State of Indiana.

Issue enforcement responses to RCRA violations detected by the Region, or referred to the Region by IDEM, in accordance with U.S. EPA's Hazardous Waste Civil Enforcement Response Policy, U.S. EPA's RCRA Civil Penalty Policy, and relevant enforcement strategies.

**Office of Enforcement,
5) Initiate Strategic Enforcement Initiatives,
(3) Water Program**

Region 5 will continue to support IDEM by doing Federal enforcement of drinking water cases referred to the Region by IDEM.

Quality Assurance (QA) and Quality Management Plans (QMP)

VII. QUALITY ASSURANCE (QA) AND QUALITY MANAGEMENT PLANS (QMP)

Region 5 GWDWB will assist IDEM in developing its quality system, and provide reviews and approvals of the Quality Management Plan and quality assurance activities on a periodic basis.

Region 5 GWDWB will periodically review the State's analytical laboratory capabilities and laboratory certification program which support Safe Drinking Water monitoring activities in the State.