

	REMEDICATION AND REDEVELOPMENT DIVISION POLICY AND PROCEDURE		DEPARTMENT OF ENVIRONMENTAL QUALITY
Original Effective Date: September 24, 2012 Revised Date: October 5, 2012	Subject: Technical Assistance and Program Support Teams		Category: <input checked="" type="checkbox"/> Internal/Administrative <input type="checkbox"/> External/Non-Interpretive <input type="checkbox"/> External/Interpretive
	Division/Office and Program Names: Remediation and Redevelopment Division		
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A Department of Environmental Quality (DEQ) Policy and Procedure cannot establish regulatory requirements for parties outside of the DEQ. This document provides direction to DEQ staff regarding the implementation of rules and laws administered by the DEQ. It is merely explanatory; does not affect the rights of, or procedures and practices available to, the public; and does not have the force and effect of law.

INTRODUCTION, PURPOSE, OR ISSUE:

The Remediation and Redevelopment Division (RRD) is tasked with performance monitoring and compliance assistance to parties performing response activities under Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), Act 381, the Brownfield Redevelopment Financing Act, and CERCLA. This task often involves the review of work plans and reports and typically includes review of highly technical and scientific solutions to guide decisions for specific sites and properties to ensure protection of public health, safety, welfare, and the environment. The RRD has implemented a peer review process, *Remediation and Redevelopment Division Policy and Procedure No. RD-15, Peer Review Procedure, August 31, 2012*, which is a deliberative process conducted at the District Office or Section level where a project manager's professional peers assist in rendering the division's determination on a work plan or report submitted to that office. The Peer Review Policy references the advisory role of the division's Technical Assistance and Program Support (TAPS) teams for selected sites or for specific requests to complete the analysis of work plans or reports relying on highly technical and scientific solutions.

Building strong working relationships with stakeholders on technical issues is imperative to the success of the program. The TAPS teams are designed to serve as the RRD's technical liaison for the stakeholders and to provide leadership on those technical issues for the RRD in collaborative stakeholder interactions. They are also designed to engender knowledge transfer and mentoring among RRD and other Quality of Life staff.

The purpose of this procedure is to describe the TAPS teams' purpose and functions, and the processes for organizing and operating them as a resource for RRD and DEQ staff and the regulated community.

AUTHORITY:

Sections 20114b, 20114d, 20118(1) 21308a, and 21315 of the NREPA provide the department the authority to review the adequacy of work plans and reports submitted under the Part 201 and Part 213 programs. There is no prescribed method in Part 201 and Part 213 to accomplish this task.

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DEFINITIONS:

TAPS: Technical Assistance and Program Support

POLICY:

The TAPS team review is intended to be an impartial assessment of a specific technical issue guided by current scientific advances, best practices, commonly accepted standards, pertinent statutory requirements, and policies. Some sites may require reviews from multiple TAPS teams depending on site conditions. The review is intended to be technical advice and is not intended to function as an approval process, but to inform decisions made by the project manager and RRD management

Objectives

The overall responsibilities of the Technical Assistance and Program Support (TAPS) Team include:

1. Providing recommendations concerning technical matters based on sound and credible science, including best practices.
2. Providing technical assistance in the District Peer Review process by making recommendations to specific questions/issues as requested.
3. Mentoring RRD staff to facilitate their professional development.
4. Developing recommendations to the RRD Management Team on Policy and Procedures
5. Organizing and establishing training for staff or the regulated community, with a focus on events that bring together the DEQ staff with practitioners and stakeholders, relevant to each team's area of expertise.
6. Fostering an atmosphere for open and productive technical and regulatory dialogue with staff and the regulated community.
7. Assessing and implementing, as appropriate with RRD Management Team approval, stakeholder implementation recommendation(s) related to, or assigned to, each team, and raising technical and policy issues, as necessary, through the TAPS Coordinator for further review by the RRD management team.
8. Compiling and maintaining technical decision documentation for ease of referencing the decisions and to provide technical input to the RRD management team for future policy development.
9. Interacting with external stakeholders as appropriate.

Technical Support Areas

There are currently specialists or technical work groups in RRD who review work products that encompass many technologies or regulatory issues; the most frequently encountered have been grouped into the following specialty areas:

1. Brownfields
2. Due Care
3. Groundwater Modeling
4. Groundwater/Surface Water Interface
5. In-Situ Remediation
6. Incremental Sampling
7. Institutional Controls
8. Non-Aqueous Phase Liquids
9. Vapor Intrusion

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There are also specialists in the Compliance and Enforcement Section and the Toxicology Unit who are tasked with providing technical or legal expertise. Staff in those sections may also participate in the teams identified above. Other technical work groups may be developed, with the approval of the division chief, on the basis of future technical or regulatory needs of the division. Also, these noted TAPS teams may be restructured or eliminated based on need.

TAPS Teams

1. The RRD Management Team will identify the technical support matter in which the teams will be established and may include the technical support areas identified above.
2. A team of RRD staff, and staff from other divisions as appropriate, will be assembled to provide assistance on each technical support area for the Peer Review Process and the regulated community.
3. Each team is required to identify and establish key positions. Positions may be administrative such as the team leader, technical including the technical leader, support, or general membership in function. If the RRD Management Team has established a subject matter specialist pertinent to the team's technical focus, or appoints a subject matter specialist, that person shall serve as a standing member of the team providing technical leadership.
4. Each team is required to establish operating procedures with the objective of providing technical advisement.
5. Each team will identify and establish a rotation policy. Though each team may contain permanent members as established by RRD management, it is expected that each team will have provisions for member rotation on a regular basis.
6. Each team will establish how many members are required. The number of members will be based upon the overall RRD workload utilizing that area of specialization. For example, a technical issue that commonly arises at many sites statewide may require representation from every district and other units as opposed to a technical issue that occurs infrequently. Inter-divisional representation will be sought for teams with technical issues that span more than one division's programs.
7. Each team will establish expected levels of review appropriate for the support matter.
8. Each team will establish the level of documentation required to record the technical advice provided by the group.
9. Each team will foster working relationships with stakeholders and exchange technical information supportive of the issue upon which the group is focused. This interaction may be project-related, or it may entail forming a stakeholder workgroup to develop recommendations for statutory and/or policy changes.

Division Oversight of Technical Support Teams

1. A TAPS Coordinator will be appointed at the RRD management level to coordinate the work of the teams, provide program and policy guidance to the teams, and to raise policy and technical issues identified by the TAPS for further RRD Management Team review, including additional stakeholder reviews as needed. The issues should be raised as needed in order to facilitate timely progress by the TAPS.
2. The TAPS Coordinator is responsible for mediating difficult issues, overseeing record-keeping on TAPS Reviews, reviewing the operating procedures, and fostering communication for technical issues that may affect more than one team.

The RRD will follow the procedures detailed below to maintain staffing of the TAPs teams.

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PROCEDURES:

Who	Does What
TAPS Teams Staff Routine Rotation	
TAPS Team Coordinator	Provide notice on an annual basis of scheduled staff rotation opportunities based upon the policy developed by each group to RRD Management, Field Operations Chief and District Supervisors/Section/Unit Chiefs.
District Supervisors/ Section Unit Chiefs	Notify technical staff of opportunities for participation in TAPS teams based upon the annual notice.
Technical Staff	Contact Supervisor to express interest in participation of selected TAPS team (technical staff are limited to participation in two TAPS teams at the same time).
District Supervisors/ Section/ Unit Chiefs	Identify the technical staff person(s) approved to participate on the identified TAPS team of interest based upon rotation availability described in the annual notice and notify the Field Operations Section Chief, the TAPS Team Coordinator, and TAPS Team Leader, and selected staff person(s).
Field Operations Section Chief, TAPS Team Coordinator, and TAPS Team Leader, Division Chief and/or Assistant Division Chief	<u>Select</u> TAPS team members from a list of candidates provided by the District Supervisors/ Section/ Unit Chiefs (member selection will be based on education, experience, desire to serve on the appropriate team, and professional development plan goals).
TAPS Team Coordinator	Provide listing of new TAPS team members based on appointments to all RRD staff and other DEQ staff appointed to a TAPS team, including their supervisors.

Who	Does What
TAPS Teams Staff Non-Routine Rotation	
TAPS Team Member (or District Supervisor)	Notify TAPS Team Leader, TAPS Team Coordinator, and District Supervisor/Section/Unit Chiefs (as applicable) of resignation from the TAPS team.
District Supervisors/ Section/ Unit Chiefs	Notify technical staff of opportunities for participation in TAPS teams based on unscheduled vacancy in representation on the team.
Technical Staff	Contact District Supervisor/Section/Unit Chief to express interest in participation of selected TAPS team (technical staff are limited to participation in two TAPS teams at the same time).
District Supervisors/ Section/ Unit Chiefs	Appoint technical staff person(s) to identified TAPS team(s) of interest based upon vacancy described in the annual notice. Notify the Field Operations Section Chief, the TAPS Team Coordinator, and TAPS Team Leader, and selected staff person.

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Who	Does What
RRD Management, Field Operations Section Chief, TAPS Team Coordinator, and TAPS Team Leader	Provide appointment approval of new member to TAPS team. If multiple appointments are made, the same decision process for routine TAPS rotation members will be followed.
TAPS Team Coordinator	Provide notice to all RRD staff of replacement TAPS team member based on appointment.

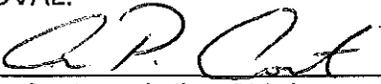
REFERENCES: [if applicable]

APPENDICES: [if applicable and as needed]

Can include (but not limited to):

- Forms
- Questions and Answers
- Checklists
- Contact Lists
- Stakeholder Lists

APPROVAL:



Anne P. Couture, Acting Chief
Remediation and Redevelopment Division

10-5-12
Date