



## REMEDIATION AND REDEVELOPMENT DIVISION POLICY AND PROCEDURE

### Technical Assistance and Program Support Teams Procedure RRD-16

Original Effective Date: September 24, 2012  
Revision Date: September 1, 2020  
Distribution: All RRD Employees

#### PURPOSE

---

The Remediation and Redevelopment Division (RRD) reviews work plans and reports submitted to the division. The review typically includes evaluation of highly technical and scientific concepts to guide decisions for specific sites 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. RRD-15, Peer Review Procedure*, 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. At times, the input of division Technical Assistance and Program Support (TAPS) teams is needed to complete the analysis of the merits of the document under review from a technical, regulatory, and policy perspective.

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.

#### AUTHORITY

---

Parts 201, 213, and Part 196, Clean Michigan Initiative Implementation, of NREPA, the Brownfield Redevelopment Financing (Act 381), and the Comprehensive Environmental Response, Compensation, and Liability Act provide the department the general authority to review submittals. Sections 20114b, 20114d, 20118(1), 21308a, and 21315 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, 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.

#### DEFINITIONS

---

**TAPS:** Technical Assistance and Program Support

**TAPS Team Recommendation:** Includes technical advice based on subject area technical experience and knowledge, and/or guidance, or direction consistent with statute, rule and policy & procedure.

#### POLICY

---

The TAPS team review is intended to be an assessment of a specific technical or policy 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 TAPS Team review is generally intended to be guidance to inform decisions made on a document. However, there are circumstances where the TAPS Team has the technical and regulatory knowledge required to assess the situation, and/or to determine what is appropriate for the

conditions. These circumstances will be included in the standard operating procedures developed for each TAPS Team and are attachments to this document. In an instance where there is a dispute with a TAPS Team recommended action, the Peer Review Decision Maker will engage with division executive management in accordance with RRD-15. Although not required, there may be times when stakeholder participation in the TAPS Team review process may be necessary, appropriate or requested by the submitter and the merit of the involvement should be evaluated by the project manager and supervisor prior to scheduling a TAPS review.

## **Objectives**

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

1. Providing technical, regulatory, policy and procedural knowledge for the subject matter of the TAPS Team.
2. Providing recommendations concerning technical matters based on sound and credible science, including best practices.
3. Mentoring RRD staff to facilitate their professional development.
4. Developing recommendations to the RRD Management Team on Policy and Procedures.
5. Identifying necessary training for staff or the regulated community, 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. Raising technical and policy issues, as necessary, 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.

## **Technical and Program 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. Baseline Environmental Assessments/Due Care
2. Groundwater Modeling
3. Groundwater - Surface Water Interface
4. In-Situ Remediation
5. Incremental Sampling
6. Institutional Controls
7. Non-Aqueous Phase Liquids
8. Soils Background
9. Vapor Intrusion

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 and program support areas in which the teams will be established and includes the support areas identified above.

2. A team of RRD staff, and staff from other divisions as appropriate, will be assembled to provide recommendations for each support area.
3. Each team is required to establish standard operating procedures that includes:
  - Identifying circumstances that require review for guidance or direction.
  - Establishing expected levels of review (e.g., guidance, direction, technical advice, specific questions, assistance with policy, etc.), and the breadth of team member involvement (e.g., full team member participation versus one team member answering questions) appropriate for the support area.
  - Establishing the information necessary to be available for the team to review for adequacy.
  - Establishing the nature of documentation (e.g., email or interdepartmental memo) required to record the technical advice provided by the group.
  - Identifying and establishing 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.
  - Establishing 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.
  - Identifying how members will be established and replaced over time. Each team may contain permanent members as established by RRD management.
  - Establishing a process to maintain the TAPS Team Page, including a review of the page content at a minimum of every 6 months.

The RRD will follow the procedures detailed below to maintain staffing of the TAPs Teams and maintain TAPS Team SharePoint Team Pages to disseminate information.

**PROCEDURE**

---

Who	Does What
<b>TAPS Teams Members</b>	
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 program staff of opportunities for participation in TAPS teams based on unscheduled vacancy in representation on the team.
Program 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	Nominate 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 staff person.
Assistant Division Director	Appoint staff person to identified TAPS Team.

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 Leaders	Provide notice to all RRD staff of replacement TAPS team member based on appointment.
Assistant Division Director	Review annually TAPS Team membership, leadership, need for additional guidance, need for additional teams, or any need for restructuring or elimination of teams,
<b>TAPS Team SharePoint Team Pages</b>	
TAPS Team Leaders	Update membership lists on Teams SharePoint Pages
TAPS Team Leaders and members	Maintain Teams SharePoint Pages to include: <ul style="list-style-type: none"> <li>- Standard Operating Procedure</li> <li>- Links to forms for review</li> <li>- Links to associated model documents</li> <li>- Technical decision documentation</li> </ul>
TAPS Team Leaders and members	Maintain links to appropriate information, guidance, policy and procedures.

**APPROVING AUTHORITY**

---

DIVISION DIRECTOR APPROVAL:

\_\_\_\_\_  
 Mike Neller, Director  
 Remediation and Redevelopment Division

**HISTORY**

---

Policy No.	Action	Date	Title
RRD-16	Original Effective Date	9/24/ 2012	TAPS Teams
RRD-16	Revised Date	10/5/2012	TAPS Teams
RRD-16	Revised Date	9/1/2020	Technical Assistance and Program Support Team Procedure

**CONTACT/UPDATE RESPONSIBILITY**

---

Any questions or concerns regarding this policy and procedure should be directed to [EGLE-RRD@Michigan.gov](mailto:EGLE-RRD@Michigan.gov).

*An EGLE policy and procedure cannot establish regulatory requirements for parties outside of EGLE. This document provides direction to EGLE staff regarding the implementation of rules and laws administered by EGLE. 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. EGLE staff shall follow the directions contained in this document.*