

State/EPA Data Management Program



Environmental Information Management: A STATE RESOURCE GUIDE

To: State and Native American Representatives, and EPA staff

Protecting our environment and the public health is a huge task—one that EPA cannot do alone. We depend heavily on our partnerships with State and local governments, Indian tribes, other Federal agencies, businesses, and the general public. Strengthening the State-EPA partnership is the reason that the State/EPA Data Management (SEDM) Program was started in 1987.

The State/EPA Data Management Program is building the foundation for cooperative State-EPA relationships to accomplish the goals of data sharing, data integration, and information exchange. By jointly leveraging our investments in information resources through information sharing and integrated data analysis, we are making a significant difference to environmental protection and risk reduction across our nation.

Environmental Information Management: A State Resource Guide, a product of the SEDM Program, is a quick reference to some of the many sources of environmental data and environmental information assistance programs and services that are currently available to States and Native Americans. The intent of the guide is to point you to the myriad of potential sources of environmental information and assistance that can help you to attain your environmental protection goals.

We very much welcome your comments on the *State Resource Guide*. There is a form at the back of the guide to make it easy for you to provide updates and comments to help us improve this resource.

Sincerely,



Alvin M. Pesachowitz, Director
Office of Information Resources Management



Environmental Information Management: A STATE RESOURCE GUIDE

**Information Sharing Branch
Information Management and Services Division
Office of Information Resources Management
U.S. Environmental Protection Agency
Washington, DC 20460**

This *Environmental Information Management: A State Resource Guide* is a product of the national State/EPA Data Management (SEDM) Program.

The SEDM Program supports EPA's mission by optimizing EPA and State investments in information resources. The Program fosters nation-wide initiatives designed to improve data sharing, data integration, and information exchange among EPA and State environmental agencies.

The SEDM Program is managed by the Office of Information Resources Management (OIRM) and implemented by Regional and State coordinators.

Please direct comments or questions about this document to Michele Zenon, Information Sharing Branch Chief and National SEDM Program Manager:



(202) 260-5913



National SEDM Program
U.S. EPA/OIRM (PM-211D)
401 M Street, SW
Washington, DC 20460

EPA E-mail: Zenon.Michele
Fax number: (202) 260-3923

For your convenience, a reply card is provided at the end of this document.

To receive a copy of this document, mail your written request to the above address.

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FOREWORD

Implementing environmental programs is a shared responsibility among Federal, State, and local governments. In many cases, States implement Federal environmental programs in lieu of the Federal government. Clearly, States have an increasingly significant role to play in ensuring adequate protection of human health and the environment. To most effectively implement environmental programs, States must have access to and use current and accurate information. Their information needs are diverse; their requirements may range from information on current environmental publications to Federal regulatory actions to environmental monitoring data. To maximize their resources, States must also be aware of, and take advantage of, various programs and organizations that can provide financial or technical assistance to facilitate the attainment of environmental protection goals.

The intent of this guide is to point State organizations toward a myriad of potential sources of environmental information and assistance. This resource guide, prepared by the U.S. Environmental Protection Agency's State/EPA Data Management (SEDM) Program, is not intended to be all-inclusive. Rather, its purpose is to identify some of the many sources of environmental data and to describe a few of the environmental information assistance programs and services that are currently available to States.

This guide is organized as follows:

- Part I: **Assistance from EPA**
- Part II: **Other Federal Sources of Assistance**
- Part III: **Other Sources of Assistance**

Addresses, phone numbers, and reference documents are clearly highlighted for each of the resources presented.

We hope that you will find this guide to be a valuable reference tool. This is the first edition, and it is anticipated that it will be updated periodically. If you are aware of any changes or additions or if you have any comments, please fill out the reply card at the back of this document.

Note: Any and all costs listed in this guide are current as of publication date and subject to change without notice. The costs are provided for relative pricing information.

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part I:

ASSISTANCE FROM EPA

INTRODUCTION

The mission of the U.S. Environmental Protection Agency (EPA) is to protect the public from environmental hazards, to enhance the quality of our natural environment, and to expand our knowledge of the environment. Organizations throughout EPA work to fulfill this mission by implementing a variety of environmental programs and by conducting support activities such as research and development and information management. While each organization has a unique role, Agency staff throughout Headquarters and the Regional Offices conduct similar types of activities, such as State program technical and financial assistance. In fact, many EPA organizations have established effective networks of Regional coordinators to assist States. The intent of this guide is not to preempt those relationships, but rather to identify and promote additional sources of assistance that are available at the national level.

Part I of this document describes:

- Three of EPA's broad-based assistance programs to States:
 - The State/EPA Data Management (SEDM) Program
 - EPA State grant programs
 - National Enforcement Investigations Center
- A variety of data management and systems development programs
- Mechanisms for accessing EPA information and publications
- EPA training resources
- Other Agency sources of assistance.

SEDM PROGRAM

Developing solutions to the environmental problems facing the nation today and in the future requires comprehensive strategies that span all media and actively involve all levels of government and the public. EPA's environmental data and data management systems must also reflect a fully integrated view of our diverse environmental problems in order to support sound decision-making.

Over the last several years, EPA has taken a strong leadership role in gathering, managing, and disseminating high quality environmental data. To do so, the Agency has begun to standardize data collection methods and formats and to invest in sophisticated tools for data integration and analysis. An integral part of this strategy is the SEDM Program.

The Mission of the SEDM Program

The SEDM Program is of strategic importance to EPA's overall efforts to enhance vital information resources and to move toward more productive State and Federal roles in environmental protection. SEDM's mission is to optimize EPA and State investments in information resources through data sharing, data integration, and information exchange (see Figure 1). By working with States, EPA Regions and Program Offices, and other governmental agencies, the SEDM Program

develops and sustains the foundation for cooperative State-EPA relationships.

Accomplishments

Since its inception, the SEDM Program has completed many successful activities. In the early years of the Program, initiatives focused on providing States with greater access to EPA data and data systems. The most visible of these initiatives was connecting all 50 States and Puerto Rico with high speed access to EPA's National Computer Center. The last data line became operational in April 1991. Through the SEDM Program and in cooperation with the environmental Program Offices, Regions have also assisted States in acquiring needed hardware and software, provided State personnel with accounts on EPA data systems, and developed protocols for resolving data disputes.

Today, efforts of the SEDM Program continue to be targeted at aligning the strategic interests and resources of EPA with those of its State partners. More than ever before, States enter into joint ventures with EPA to develop geographic information systems and other analytical tools. The improved communications provided by the SEDM Program allow participants to share resources and lessons learned so that everyone benefits.

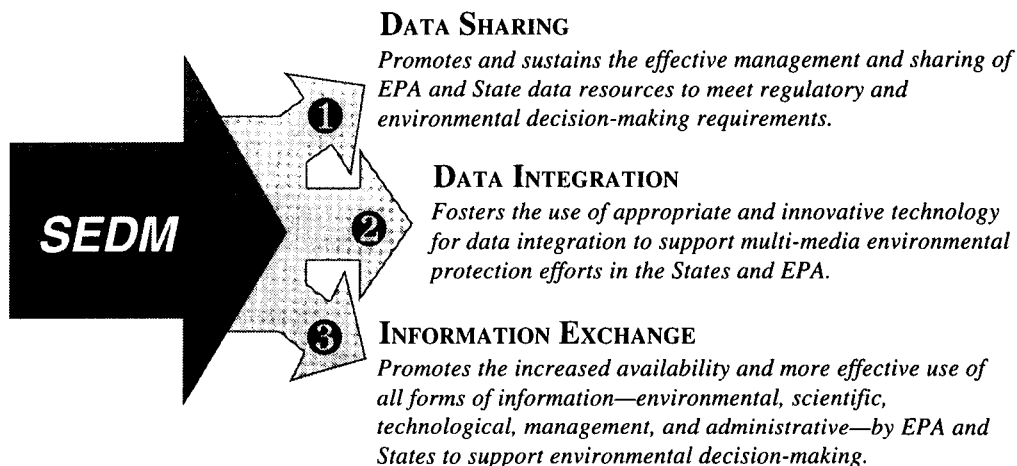


Figure 1. New Vision for the SEDM Program

Benefits

The SEDM Program offers broad-based assistance to States in the forms of technical and financial assistance and outreach. When implemented effectively, the SEDM Program provides the following benefits:

- Greater efficiency in data collection, which causes significant improvements in data handling and routine program operations.
- Enhanced data quality to ensure more accurate, timely, and reliable information is available to guide programmatic decisions and support program oversight.
- Improved data integration to more effectively target regulatory and compliance activities on risk reduction.
- A more productive working relationship between EPA and the States which focuses on environmental protection and minimizes data disputes.

- Improved information exchange among EPA, other Federal agencies, and States which results in more effective use of information resources.

Organization

The primary implementors of the SEDM Program are the National SEDM Program Manager, ten EPA Regional Coordinators, and State participants. The National SEDM Program Manager and staff, located within EPA's Office of Information Resources Management (OIRM) in Washington, DC, set overall program goals and administer program resources. Regional Coordinators have the flexibility in implementing the Program to tailor activities to the needs of the individual Regions and States.

To improve data sharing, data integration, and information exchange, SEDM Coordinators have established an extensive network of contacts in the Headquarters, Regional, and State environmental Program Offices. This network is rapidly expanding to also include other State and Federal agencies with environmental information.

SEDM FINANCIAL ASSISTANCE PROGRAM

In 1991, EPA initiated the *SEDM Financial Assistance Program* to support the development of innovative data management projects. The main objectives for these projects are to:

- Build and maintain the infrastructure needed for effective State/EPA data management and sharing.
- Integrate data across media and programs so that environmental managers can target their efforts on environmental results.

Applicants eligible for funds include States (including eligible U.S. territories and possessions), local governments, federally recognized tribal entities, and universities and colleges. Projects in all stages of development—from established programs to those needing start-up funds—are eligible for support.

The SEDM Program funds both small data management projects (less than \$25,000), as well as larger projects (\$50,000 to \$100,000). Organizations are required to contribute at least 5% of the total cost of their project in dollars or in-kind goods/services.

Projects are evaluated and funded by EPA Regional Offices. Proposals are evaluated based upon five broad criteria of equal value:

- Appropriateness to the SEDM Program
- Integrated/multimedia approach
- Potential benefit
- Technical soundness
- Technology transfer plans.

In addition, each Region may develop subcriteria in each category to reflect local priorities and goals.

Submitting Applications

To apply for funds, eligible applicants should request an application kit, including a *Guidance for Applicants* document, from the appropriate EPA Regional grants management office. Applications must be submitted according to dates established by EPA Regional Offices. Your Regional SEDM Coordinator should always be your first point of contact for more information on the SEDM Financial Assistance Program. (Figure 2 shows the EPA Regions, and Table 1 contains the names and phone numbers of Headquarters and Regional contacts).

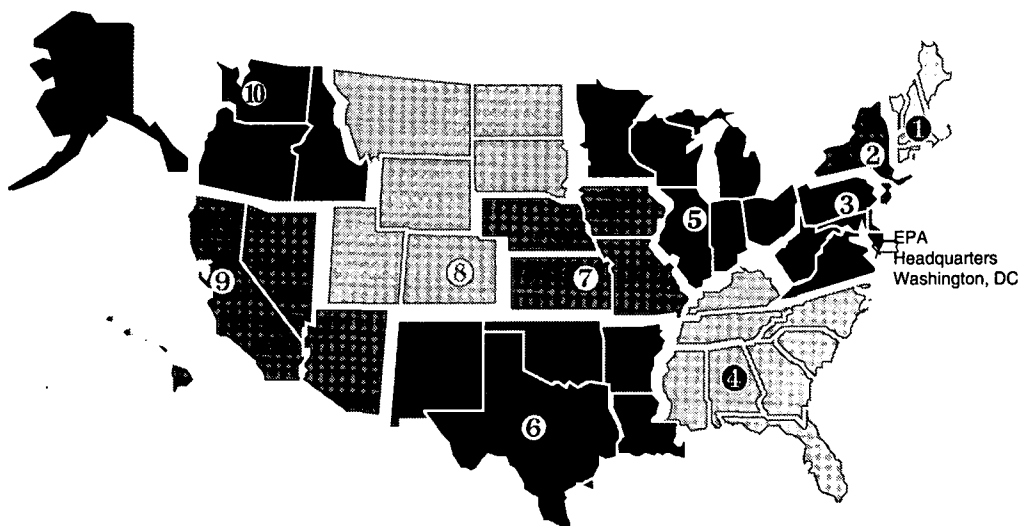


Figure 2. EPA Regions

Table 1.
EPA Headquarters
and Regional
SEDM Contacts

SEDM Contacts		
Headquarters	Michele Zenon	(202) 260-5913
Region 1:	Chris Diehl	(617) 565-3361
Region 2:	George Nossa	(212) 264-9850
Region 3:	Wendy Bartel	(215) 597-3215
Region 4:	Richard Ferrazzuolo	(404) 347-2316
Region 5:	Susanne Buthman	(312) 886-6708
Region 6:	Dick Watkins	(214) 655-6540
Region 7:	Norma Anderson	(913) 551-7240
Region 8:	Bill Murray	(303) 294-1994
Region 9:	Mark Hemry	(415) 744-1804
Region 10:	Jim Peterson	(206) 553-2977


COMMUNICATIONS AND OUTREACH

Establishing communication linkages among all of the stakeholders in the SEDM Program poses significant challenges—the SEDM network is broad and diverse in nature. To meet the challenge, a major focus for the SEDM Program has been improving communications between EPA and States. With the decentralized structure of the SEDM organization, a continuous flow of information among participants is critical to avoiding redundant endeavors and fostering a spirit of cooperation. The national SEDM Program has undertaken an outreach effort involving numerous methods of communicating, including national and Regional information management conferences, a national news bulletin, e-mail, and teleconferences.

EPA sponsors national conferences to bring together senior Federal environmental program managers from different media and their peers from States, Indian tribes, and other Federal agencies. The purpose of these conferences is to identify new approaches for sharing and integrating data across media and programs. EPA Regional Offices have

also sponsored numerous conferences with State participation to further explore opportunities for improving data quality, sharing, and integration.

EPA recently christened *the SEDM Source*, a quarterly news bulletin that discusses SEDM-related activities. To be placed on the mailing list for the news bulletin, write to:

Editor
the SEDM Source
U.S. EPA/OIRM (PM-211D)
 401 M Street, SW
Washington, DC 20460
Fax number: (202) 260-3923

Please include your name, position, organization, address (including mail code), city, state, zip code, and/or telephone number or EPA e-mail ID.

For more information about national SEDM conferences or to participate in work groups and other initiatives, please contact your SEDM Regional Coordinator.

OTHER BROAD-BASED ASSISTANCE

While the SEDM Program focuses on improving information management capabilities, other EPA organizations and programs are also available to provide broad-based assistance to States as they implement environmental programs. This technical and financial assistance is diverse and supports efforts ranging from environmental monitoring to training to enforcement-case development.

The following discussion provides two examples of EPA assistance available to States:

- State grant programs
- The National Enforcement Investigations Center (NEIC).

EPA STATE GRANT PROGRAMS

EPA's grant programs are a primary source of technical and financial assistance to State environmental programs. EPA has the authority to implement nearly 20 grant programs under a number of environmental statutes, including the Clean Air Act (CAA); Clean Water Act (CWA); Safe Drinking Water Act (SDWA); Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); the Resource Conservation and Recovery Act (RCRA); the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); the Toxic Substances Control Act (TSCA); and the Pollution Prevention Act (PPA).

In addition to authorizing EPA to administer the State grants, the environmental statutes also specify the types of activities that are within the scope of the grant award, authorize funding, and establish State cost sharing requirements. State activities conducted under EPA grants are diverse and may include actions such as:

- Data collection, analysis, integration, and sharing
- Technical assistance
- Training
- Monitoring
- Surveillance
- Research and demonstrations
- Investigations
- Enforcement activities
- Program development.

(Table 2 outlines these EPA grant programs.) Typically, State grants are negotiated and awarded annually. EPA then evaluates the grants in accordance with statutory requirements and Agency policy.

For more information on EPA State grant programs or application procedures, write to the appropriate EPA Regional grants management office. (See Table 3 on page 10.)

EPA STATE GRANT PROGRAMS*

- Radon State Grants
- Surface Water Grant Program
- Water Quality Management Grants
- State Revolving Loan Program
- National Estuary Program
- Non-point Source Grant Program
- Clean Lakes Program
- Underground Injection Control Program
- Public Water Systems Supervision Grant Program
- Wetlands Grants Program
- Air Pollution Planning and Control Grants
- Technical Assistance Grants
- Hazardous Waste Financial Assistance
- Underground Storage Tank Grants
- Pesticides Enforcement Grants
- Pesticides Program Implementation
- Toxic Substances Enforcement Grants
- SEDM Financial Assistance Program
- Pollution Prevention Grants

*Due to the dynamic nature of the grants process, this list may not be all-inclusive.

Table 2. A partial list of EPA's State grant programs



References

The *Catalog of Federal Domestic Assistance* (PREX 2.20:1991, 1991 Edition) describes the many assistance programs available at the Federal level. To obtain a copy of this document, contact the Government Printing Office (GPO) at:



(202) 783-3238



Superintendent of Documents
Government Printing Office
Washington, DC 20402

HELP!— EPA Resources for Small Governments (21V-1001, September 1991), by EPA's Office of Regional Operations and State/Local Relations, was designed to help local officials of smaller jurisdictions find technical, educational, and financial assistance easily and quickly. The information is from a 1990 inventory of EPA activities available to small communities. More information may be obtained by writing to the Small Community Coordinator, U.S. EPA (H-1501), 401 M Street, SW, Washington, DC 20460.

Regional Grants Management Offices

EPA Region 1

Planning Analysis and Grants Branch
Grants Info. and Analysis Section
U.S. EPA Region 1
JFK Federal Building
Boston, MA 02203

EPA Region 2

Grants Administration Branch
U.S. EPA Region 2 (2GRA)
Jacob K. Javitz Federal Building
26 Federal Plaza
New York, NY 10278

EPA Region 3

Grants Management and Audit Branch
Grants Management Section
U.S. EPA Region 3 (3PM70)
841 Chestnut Building
Philadelphia, PA 19107

EPA Region 4

Resources Management Branch
Grants and Contracts Admin. Section
U.S. EPA Region 4
345 Courtland Street, NE
Atlanta, GA 30365

EPA Region 5

Contracts and Grants Branch
Grants Management Section
U.S. EPA Region 5 (5MCG-10)
77 West Jackson Boulevard
Chicago, IL 60604

EPA Region 6

Assistance Branch
Grants and Audit Section
U.S. EPA Region 6 (6M-AG)
First Interstate Bank Tower
1445 Ross Avenue (Suite 1200)
Dallas, TX 75202-2733

EPA Region 7

Program Integration Branch
Grants Administration Section
U.S. EPA Region 7 (PLMG/PINT)
726 Minnesota Avenue
Kansas City, KS 66101

EPA Region 8

Grants and Superfund Contracts Branch
U.S. EPA Region 8 (8PM-GSC)
999 18th Street (Suite 500)
Denver, CO 80202-2466

EPA Region 9

Policy and Grants Branch
Grants Management Section
U.S. EPA Region 9
75 Hawthorne Street
San Francisco, CA 94105

EPA Region 10

Comptroller Branch
Grants Management Section
U.S. EPA Region 10 (MD-100)
1200 Sixth Avenue
Seattle, WA 98101

Table 3. Regional grants management offices may be contacted for more information on State grant programs.

NATIONAL ENFORCEMENT INVESTIGATIONS CENTER


EPA's National Enforcement Investigations Center (NEIC) is located in Denver, Colorado. NEIC serves as the principal source of expertise involving civil and criminal litigation support for complex investigations and other support having national and/or significant Regional impact on EPA and State regulatory programs. As part of the Office of Enforcement (OE) and in coordination with the Regional Offices and other EPA Program Directors and their staffs, NEIC:


- Plans, develops, and provides evidence and information interpretation for case preparations in all program areas.
- Provides expertise and guidance to the OE for the development of multimedia enforcement strategies and evidence management.
- Provides national expertise to Headquarters and Regional Offices of EPA and the Department of Justice in evaluating a broad range of waste disposal and emission problems, monitoring technology, and remedial programs not normally available on Regional staffs.

OE/NEIC provides support to States to assist them in building stronger environmental enforcement programs. Assistance, including


funding, is provided indirectly to States through four State organizations:


- **Northeast Hazardous Waste Project** (States: CT, DE, MA, MD, ME, NH, NJ, NY, OH, PA, RI, VA, VT, WV)

 (609) 292-0987


 25 Market Street, CN 085
Trenton, NJ 08625


- **Midwest Environmental Enforcement Association** (States: IA, IL, IN, KY, MI, MN, MO, ND, NE, OH, OK, SD, WI)

 (708) 742-1249


 595 S. State Street, Suite 210
Elgin, IL 60123


- **Southern Environmental Enforcement Network** (States: AL, AR, FL, GA, LA, MS, NC, SC, TN)

 (205) 242-7369

 Alabama State House
11 South Union Street
Montgomery, AL 36130

- **Western States Hazardous Waste Project** (States: AK, AZ, CA, CO, HI, ID, NM, NV, UT, WA)

 (602) 542-3881

 1275 West Washington
Phoenix, AZ 85007

(Note: The States of Kansas, Montana, Texas, and Wyoming are not associated with any of the organizations listed above, and Ohio is listed with two organizations.)

These organizations allow member States to share resources, information, and experiences to more effectively enforce their environmental laws. The membership of these organizations includes offices of attorneys general, regulatory agencies, criminal and civil investigators, and State and local government members of the environmental enforcement teams.


Assistance from OE/NEIC is provided to these organizations in three areas:

- *Information Management*—Computerized information sharing systems


have been developed. Because of the confidential nature of criminal cases, the systems have been designed as pointers that provide the name of a contact person who can then provide detailed information on the matter at hand.

- *Training*— NEIC aids in designing and delivering training programs for environmental enforcement teams.
- *Networking*— NEIC is building a network of contacts in the enforcement community for sharing similar experiences in building court cases.

For more information, call or write:

 (303) 236-5100

National Enforcement Investigations
Center

 U.S. EPA
P.O. Box 25227, Bldg. 53
Denver Federal Center
Denver, CO 80225

COMPUTER AND DATA ASSISTANCE

In addition to being the source, State agencies are also the initial and primary users of the data requested by EPA to manage delegated environmental programs. Thus, EPA's ability to obtain these data, as well as the ultimate success of the State/EPA partnership, depends on successfully devising data management policies and systems that support State efforts to achieve common environmental goals.

There are a variety of EPA resources available to States to assist them in their management of data. The purpose of this section of the *State Resource Guide* is to identify some of these resources which are focused on data and data systems, explain their functions, and specify general contact information.

Described in this section are services provided by EPA's:

- National Computer Center
- National GIS Program
- Systems Development Center
- Environmental Monitoring Assessment Program
- Records Management Program.

NATIONAL COMPUTER CENTER

The National Computer Center (NCC) is one of the largest, most modern, high-speed computer centers in the nation. Its mission is to support EPA in the area of scientific and administrative applications. Residing at NCC are most of EPA's mission critical data systems, such as STORET, AIRS, and RCRIS. NCC serves EPA users and other qualified agencies and contractors through a vast telecommunications network which allows the distribution of computer services to remote locations. Along with hardware, software, and the means to communicate data, NCC provides user support and problem solving services which can be grouped into eight categories:

- *Planning and Acquisitions*—identifying requirements and planning and procuring mainframe, mini, or personal computer hardware and software and telecommunications equipment.
- *Computer Operations*— monitoring and maintaining mainframe processors.
- *Telecommunications*— planning, installing, and implementing requested data communications services.
- *Technical Support*— installing and maintaining telecommunications software and system software products.
- *User Support*— working with users to define the problem and then directing the problem to the appropriate specialist for resolution.
- *Training*— providing instruction in the software services available in the various hardware configurations at NCC. (See also Training Assistance section.)

- *Database Support Services*— supporting the Central Database Administrator in all facets of central database administration.
- *Information Centers*— providing users with the opportunity to receive individual assistance and to explore current data processing techniques.


NCC has also developed the **ADP Exchange Program**. This Program allows EPA and State personnel to spend three days in Research Triangle Park, North Carolina, learning about the operations of the Center. For general information on the Program, States should call NCC Customer Support (see next page). For information on costs, States should contact their Regional SEDM Coordinator. For more information on NCC training opportunities, see the section on *Training Assistance* starting on page 35.


To request an electronic mail account on EPA's system, States should first contact their EPA Regional Coordinator. (See *SEDM Program* section.) To obtain an e-mail account, a State user must have an EPA sponsor. Once a State has an e-mail box, they can ask their Regional SEDM Coordinator to arrange for them to be added to the **SEDM State E-mail Reference List**. Weekly reports and other items of general interest are posted to the list. It is also an easy way for States to send messages and information to other States.


To request access to various EPA information systems, States should first contact their EPA Regional Coordinator. Regional Coordinators can also assist their States in locating the State site for the NCC telecommunication ac-

cess and in resolving other access and telecommunications issues.

For more information, contact NCC. To assist with a problem, technicians will require a name, NCC User-ID, telephone number, and, if needed, an account number.

 NCC Customer Support
(800) 334-2405 or (919) 541-7862



 NCC Telecommunications Support
(800) 334-0741

 National Computer Center
U.S. EPA
Research Triangle Park, NC 27711

Non-EPA users may access other NCC resources through the National Technical Information Service (NTIS). NTIS sets up an account through which billing for EPA services

and computing resources is accomplished.

[*Note: State personnel should first contact their Regional SEDM Coordinator to arrange access to EPA databases.*] For more information, non-EPA or non-State personnel should call:

 (703) 487-4763
U.S. Department of Commerce
NTIS
 5285 Port Royal Road
Springfield, VA 22161

Each NTIS account specifies the number of users allowed, which systems will be used, and any dollar maximums. Once that financial agreement is in place, user accounts are assigned and activated. Individual account usage is then billed to the organization which established the financial agreement.



References

The *Information Systems Inventory (ISI)*, maintained by EPA's Office of Information Resources Management, is a computerized inventory of EPA data systems. Updated annually, the ISI contains the best available summary information on roughly 500 of EPA's current information systems. It is available in electronic and paper formats in many EPA libraries, or it may be purchased through the NTIS by calling (703) 487-4650. The ISI, including user's guide, costs \$80 for the personal computer (PB 91-507558) and Macintosh prototype (PB 91-507566) versions and \$31 for the hardcopy version (PB 91-172940).

For more information on NCC services, consult the *Guide to NCC Services* which is published by the National Data Processing Division (NDPD) in Research Triangle Park, North Carolina. The guide provides introductory materials for new users and reference materials on hardware, telecommunications, and e-mail.

Some additional publications that are useful reference materials are the *LAN Administrator's Technical Reference Guide* (December 1989), the *EPA IRM Hardware & Software Standards* (September 1991), and the *NDPD Operational Policies Manual* (June 1991). To obtain a copy of any of the above documents, call NCC's customer support line.

NDPD also publishes a newsletter called the *NCC Connection*. To be placed on the mailing list for the newsletter, contact the Washington Information Center at (202) 260-7200. A bulletin board system using ALL-IN-1 also provides news about NCC-related activities.

NATIONAL GIS PROGRAM

A geographic information system (GIS) combines map, model, and monitoring data into one comprehensive analytic framework which assists engineers, scientists, and managers in identifying and assessing environmental problems and trends. A GIS provides sophisticated tools for database creation, database management, analysis of spatial and parametric information, and map production. A GIS has the potential to illustrate to managers and decision-makers the impacts of environmental policies and programs.

The mission of EPA's National GIS Program is to provide leadership and support to decision-makers for identifying and evaluating environmental conditions through the development and promotion of GIS applications and tools. These applications and tools enable decision-makers to integrate and visualize the rich existing base of environmental information.

Since the inception of the National GIS Program in 1987, GIS installations and teams have been established in every Regional Office across EPA to serve as the GIS coordinating bodies for Regional applications and support. EPA's national support infrastructure is comprised of four major components: OIRM is responsible for the development of GIS policy and for the management and coordination of EPA's GIS information resources, the National Data Processing Division provides many types of GIS technical support, the Spatial Analysis Laboratory of the Environmental Monitoring

Systems Laboratory at Las Vegas focuses on GIS applied research and development, and the Regional and Headquarters GIS support teams, as described earlier.

National Mapping Requirements Program

OIRM has established a National Mapping Requirements Program (NMRP) to coordinate the geographic and related spatial data requirements of the Agency. The NMRP was designed to be a dynamic, on-going program for EPA personnel to identify present and long-term mapping requirements, to communicate those needs to the appropriate Federal agency, and to provide mechanisms for acquiring the needed geographic information.

Under the NMRP, EPA personnel, in cooperation with their State counterparts, jointly develop their mapping requirements. NMRP videotapes are also available to assist in determining mapping requirements. The videos are based upon a series of national mapping seminars that describe products and services available through the U.S. Geological Survey (USGS).


In addition, a *Resources Guidance Manual* is available that describes spatial data provided by the respective agencies of the Federal Geographic Data Committee (FGDC). The manual also discusses current trends, capabilities, and spatial data products of the Federal mapping community. Finally, plans are also underway to expand and automate the NMRP Request Form and submission process.


Geographic Resource Information and Data System

To reduce the costs of data acquisition and application development throughout EPA, the Agency has implemented a Geographic Resource Information and Data System (GRIDS). GRIDS is the EPA's spatial data library, and it also provides access to GIS utilities. The types of spatial data available in GRIDS include demographic/population data, digital elevation models, hydrography and transportation, and USGS Geographic Names Information System. The GIS News Alert is a module to disseminate information on system enhancements, suggestions, and data availability to the user community.


GRIDS resides on the NCC mainframe and is accessible via the EPA Wide Area Network. As with most other systems residing on the mainframe, it is available for use by EPA, other Federal agencies, State and local governments, and universities. Non-EPA users are permitted to use the system, provided that they are working for or in cooperation with a Headquarters or Regional EPA Office. Use of the geographic data coverages may be subject to licensing agreements, but data are often available for the cost of either connect time on the network or the costs of reproduction and shipping.

For more information on the National GIS Program, contact Thomas G. Dewald, Program Manager:


 (703) 557-3083

 National GIS Program
U.S. EPA (3405R)
401 M Street, SW
Washington, DC 20460


For information on NMRP, contact Jeff Booth at the above address or:


 (703) 557-3088

For information on GRIDS, contact Robert Pease at the above address or:

 (703) 557-3018

For information on applied research and development, contact Mason Hewitt at:

 (702) 798-2377

 Environmental Monitoring System
Laboratory (EMSL)/ORD
U.S. EPA
P.O. Box 93478
Las Vegas, NV 89193-3478



References

The *EPA GIS News* news bulletin facilitates communication regarding relevant issues among EPA's GIS managers and analysts. To be included on the mailing list, contact Mike Long at:



(703) 557-3140



National GIS Program
U.S. EPA/OIRM (3405R)
401 M Street, SW
Washington, DC 20460

In addition, an electronic bulletin board system will be available in mid-1992. The system will be accessed through existing user accounts on the EPA telecommunications network.

The National GIS Program also publishes several documents. *GIS Workstation Implementation Guidelines* (Draft August 1991) provides instructions on planning for GIS workstation technology and describes the role of the system administrator, provides tips for preparing a workstation implementation plan, and identifies system connectivity issues and requirements.

The *GIS Portfolio*, due in mid-1992, will describe case studies of GIS implementation throughout the nation.

To obtain copies of these and other GIS documents, contact Mike Long at the address given above.

SYSTEMS DEVELOPMENT CENTER

The Systems Development Center (SDC) is EPA's Center of Excellence for systems development projects that support, develop, and enhance EPA's mission critical data systems. Its purpose is to assist the Agency's programs in developing high-quality environmental data and systems for data management and dissemination. The first priority is improving the quality, usability, and access to EPA's data and data systems.


The SDC evaluates new systems development methodologies and technologies to improve EPA's system and software development methods and strives to better integrate them into the development process, thus adding greater consistency and structure to EPA's systems environment. The SDC focuses on building a modern infrastructure for systems development with features such as:

- Information engineering to improve systems quality and consistency
- Computer-Aided Systems Engineering (CASE) tools to assist system developers

- Project management standards for better scheduling and cost estimation.

The SDC works to educate the information resources management (IRM) community with regards to EPA IRM standards, policies, and procedures, as well as technology and development issues. One of the SDC's challenges is to keep Regions and States informed of and involved with Headquarters' systems-related activities. Likewise, the Regions and States should inform the SDC of their systems-related activities and needs and should remain current with EPA Headquarters' initiatives.

For more information, call the SDC at:

 (703) 557-3000



Systems Development Center
U.S. EPA (3405R)
401 M Street, SW
Washington, DC 20460



References

EPA publishes a large number of documents on systems development, data standards, and other relevant topics. Some key references are:

Agency Catalog of Data Policies and Standards, (21M-1019, Draft) provides up-to-date information on the current data standards that should be followed in developing, implementing, operating and maintaining all EPA information systems and services.


Information Resources Management Policy Manual (EPA 2100, July 1987) contains policy that governs the management of information, including: the sharing of data between EPA and State environmental agencies; the development of data standards; development and use of Agency software; acquisition and operation of ADP resources; and information security and records management.

Information Security Manual (EPA 21M-1008, December 1989) provides information on how to maintain information availability, integrity, and confidentiality.

System Design and Development Guidance (EPA 21M-1011, June 1989) is a series of documents which provide a methodology for defining missions needs and for designing an information system that will satisfy OIRM review. ***Supplement to Volumes A & B: Guidance for Developing Image Processing Systems in EPA*** (February 1991) provides guidance for EPA managers interested in determining whether electronic image processing technology may be a cost-effective alternative for their information management needs. ***Supplemental Guidance to Volume B: EPA/ADP Applications Guidance to Hardware/Software Selection*** (August 1990) provides a structured approach for selecting hardware, software, and communication options to meet the requirements of an automated system.

Operations and Maintenance Manual (April 1990) is also a supplement to the ***System Design and Development Guidance***. It presents the important aspects of managing a software system during the operations and maintenance phase of the system lifecycle.

For a copy of any of the above documents, contact:

OIRM/IMSD
U.S. EPA (PM-211D)
 401 M Street, SW
Washington, DC 20460

ENVIRONMENTAL MONITORING ASSESSMENT PROGRAM

In the 1980s, EPA's Science Advisory Board (SAB) criticized the effectiveness of EPA's environmental monitoring program. The SAB indicated that EPA had not collected enough data over a long enough time period to assess the status of ecological resources or to measure overall progress toward legally mandated goals of mitigating or preventing adverse ecological effects. The Board recommended that EPA set up a program to monitor ecological status and trends through long-term data gathering on national and Regional scales, rather than short-term, locally focused data gathering.


In response to the Board's recommendations, EPA initiated the Environmental Monitoring Assessment Program (EMAP) within the Office of Research and Development in 1988. EMAP is not intended as a substitute for other monitoring and research efforts; instead, it is a framework for integrating existing and new data. EMAP networks will provide unbiased, statistical estimates of status, trends, and associations with quantifiable confidence limits on regional and national scales for time periods of years to decades. EMAP will also provide a framework for cooperative planning and implementation efforts in cooperation with other agencies and organizations that have active ecological and natural resource monitoring programs.


EMAP will also supply data to the new **EPA Center for Environmental Statistics**, located in the Office of Policy Planning and

Evaluation, whose mission will be to characterize holistic trends in environmental quality by integrating data from many sources and media.

EMAP is coordinating with many other Programs Offices within EPA, as well as with other Federal agencies and States. EPA offices include: Water; Policy, Planning and Evaluation; Atmospheric Research and Exposure Assessment Laboratory; and Research and Development. Federal agencies include the Fish and Wildlife Service, Department of Agriculture (USDA), and Army Corps of Engineers. EMAP will also draw upon the monitoring efforts of the National Wetlands Inventory and National Oceanic and Atmospheric Administration (NOAA) Coastal Oceans Program. Non-governmental EMAP participants include universities and environmental conservation groups such as the Nature Conservancy. This coordination avoids duplicative monitoring efforts, facilitates the exchange of data, and increases the expertise available for refining program design and interpreting monitoring results.

For more information about EMAP, call or write:

 (202) 260-7238

 Office of Modeling, Monitoring
Systems, and Quality Assurance
U.S. EPA (RD680)
401 M Street, SW
Washington, DC 20460

RECORDS MANAGEMENT

EPA's Records Management Program, located within OIRM, is responsible for reviewing Federal and EPA requirements governing the management of recorded information, evaluating the lifecycle of records, defining the roles and responsibilities of the records manager, and presenting a model for a Regional Records Center.

In addition to preserving the Agency's official records, the Program promotes access to needed information by sponsoring conferences and training on records management. The Program also publishes a newsletter and various documents related to records management (see references below).

EPA's Records Management Program has undertaken a multi-year project to totally revise the Agency's records disposition schedules. A major question to be addressed during the revision is the disposition of records that are inter-

governmental in nature, either because they relate to a program (such as permitting) that is delegated to States, or because related records are held at both the State and Federal levels. The review will address questions such as the responsibilities of the parties for maintaining records, who is the holder of the official records, and disposition requirements.

Agency records management staff will assist States interested in any aspect of the management and disposition of intergovernmental records. For more information, contact Michael Miller, National Program Manager for Records Management, at:



(202) 260-5911

OIRM/IMSD (PM-211D)

U.S. EPA

401 M Street SW

Washington, DC 20460



References

The *Model Regional Records Management Operating Procedures Manual (Draft)* provides guidance on establishing a records management program. The manual addresses issues of efficiency as well as performance. Other guidance documents are available on managing a records management program, evaluating vital records, and many other topics. To obtain copies of documents, call or write to the address above.

EPA Info Access, published by EPA Headquarters Library, is a monthly publication on information and records issues. To receive a complementary subscription, write:

Info Access Editor

Network Coordinator (PM-211A)



U.S. EPA Headquarters Library

401 M Street, SW

Washington, DC 20460

ACCESS TO EPA INFORMATION

EPA's commitment to data sharing requires standard ways for the public to access data and services in a cost-effective manner. In response to this need, the Agency has developed a number of tools, services, and organizations to assist the public and, in particular, States in obtaining and using environmental information. Services include clearinghouses, libraries, and Freedom of Information Act (FOIA) offices. Most services are coordinated through EPA's National Public Access Program. This program and its related services are described in the pages that follow. If the desired information is a telephone number of an EPA employee, call the **EPA Locator**:



(202) 260-2090

EPA'S PUBLIC ACCESS PROGRAM

The demand by the public to access information maintained by the government, particularly environmental information, has increased significantly within the past few years. EPA has experienced this demand through receipt of increasing numbers of requests for its information from members of the public. Congress has also been responding to the

public's desire to obtain environmental information by proposing legislation that contains public access requirements for the Agency. These factors, combined with a desire by EPA to use public education campaigns to facilitate the attainment of stated Agency goals (such as risk reduction and pollution prevention), highlight the importance of public access efforts within EPA.

EPA is currently addressing public access through a variety of approaches and mechanisms. OIRM has established a National Public Access Program to provide leadership and coordination for these diverse public access efforts. To meet this goal of providing leadership and coordination, OIRM has conducted the various activities and produced several products as described below:

- **Public Access Forums**— OIRM conducted several forums for senior management to increase their awareness of public access to EPA information mechanisms and issues. The forums provided useful input for the development of a draft policy and strategy on public access. The forums also enabled managers to better anticipate and plan for public access activities within their respective organizations.
- **Public Access Policy**— Based in part on the information gathered from the forums, OIRM is developing a policy that provides guidelines on how the Agency should handle public access to environmental information. The draft policy states that EPA has a responsibility to provide cost effective, efficient, and appropriate access to Agency information within available resources and to make information available in forms that are useful to the public.
- **Guidance on Implementing Policy**— EPA is developing an Agency-wide strategy to provide guidance for implementing EPA's Public Access Policy. Recommendations for EPA's public access strategy have been drafted.
- **Interagency Conference**— EPA sponsored the first interagency conference on public access on May 20-21, 1991. It offered departmental and agency officials an opportunity to discuss issues surrounding public access to government information, particularly that which is collected or generated and maintained in an electronic format. The conference also provided an opportunity for Federal agencies to share their experiences.
- **Access EPA**— OIRM has published a series of guides to better facilitate access to EPA information resources, services and products. (See *Reference* on the next page.)
- **Public Information Center**— The EPA Public Information Center (PIC) is the primary point of communications between EPA and the public, and it responds to thousands of requests per month on all major environmental topics. A new PIC has been established at EPA Headquarters that is more accessible for visitors. In addition to its functions as a referral center and dissemination point for non-technical consumer-oriented information, the new PIC offers an array of information videos, displays, and databases. More information on the PIC is given in the section entitled *Library Network and Information Services*.
- **EPA Publications Procedures**— EPA is working to streamline the process of planning, designing, printing, and disseminating publications.



References

Access EPA is a series of directories that provide contact information and descriptions of services offered by libraries, databases, information centers, clearinghouses, hotlines, dockets, records management programs, and related information sources. OIRM produces the *Access EPA* series to improve access to environmental information provided by EPA and other public sector organizations. Currently, there are seven directories in the series and one consolidated volume entitled *Access EPA*. Each directory is updated annually. *Access EPA* replaces EPA's *Information Resources Directory (IRD)*.

<u>Publication Title</u>	<u>EPA #</u>	<u>NTIS #</u>
<i>Access EPA</i>	EPA/IMSD/91-100	PB-151563
<i>Access EPA: Public Information Tools</i>	EPA/IMSD/91-101	PB-151571
<i>Access EPA: Major EPA Dockets</i>	EPA/IMSD/91-102	PB-151589
<i>Access EPA: Clearinghouses and Hotlines</i>	EPA/IMSD/91-103	PB-151597
<i>Access EPA: Records Management Programs</i>	EPA/IMSD/91-104	PB-151605
<i>Access EPA: Major EPA Environmental Databases</i>	EPA/IMSD/91-105	PB-151613
<i>Access EPA: Library and Information Services</i>	EPA/IMSD/91-106	PB-151621
<i>Access EPA: State Environmental Libraries</i>	EPA/IMSD/91-107	PB-151639

The Government Printing Office (GPO) will sell the consolidated volume of *Access EPA*. The GPO stock number is 055-000-00378-5, and the price is \$18. To order, call:



(202) 783-3238

The National Technical Information Service (NTIS) will sell all eight titles. To order, call:



(800) 553-NTIS


LIBRARY NETWORK AND INFORMATION SERVICES

There are 28 EPA network libraries located in Headquarters, Regional Offices and specialized, scientific laboratories to support EPA nationwide. Additional EPA information services include the Environmental Criteria and Assessment Office, the Legislative Reference Library, and the Public Information Center. (Profiles of these services are on the following pages.)

EPA's libraries and information services contain a combined collection of more than 136,000 books, 5,100 journals subscriptions, 364,000 hard copy reports, 3,200,000 documents on microfilm and microfiche, 9,000 journal article reprints, and 25,000 maps. Most of the library network's holdings are cataloged on the **Online Library System (OLS)** and stored in the National Catalog Database.

The OLS is a computerized card catalog for EPA's library network which is updated every two weeks. This central library catalog system improves access to the wealth of information available from the EPA libraries, plus EPA reports indexed by NTIS. It consists of several related databases that can be used to locate books, reports and articles on a variety of topics. The major databases on the OLS are the National Catalog, Hazardous Waste Collection, Climatic Change, Clean Lakes, and Chemical Information Collection. The OLS is accessible at EPA libraries and also accessible through NCC for only the cost

of a phone call. For more information on how to log onto the OLS, contact the nearest EPA library. To obtain the OLS User Guide and other system documentation, contact the EPA library in RTP at:

 (919) 541-2777

Many types of libraries (e.g., municipal, university, State agency, EPA, etc.) participate in interlibrary loan programs that allow a user to access materials locally that are available at other libraries. The fees involved depend upon the lending library, though the fees usually are the nominal costs of mailing of materials from one library to another. Some libraries also are part of cooperative Regional efforts providing computerized public access catalogs. These collective card catalogs allow the search of multiple libraries' collections simultaneously. Contact your local library to find out if it is involved in such a program.

In general, anyone can access the public information available through EPA's network libraries and information services; however, each library varies in terms of services provided, information collection subjects, and operating hours. They also have varying priorities for handling inquiries from various parties. For specifics, contact the information service of interest or the local EPA Regional Office's library. (See Table 3.)

EPA Headquarters and Regional Libraries

Headquarters Library

U.S. EPA (PM-211A)
401 M Street, SW, Room 2904
Washington, DC 20460
(202) 260-5921

Region 1 Library

U.S. EPA
JFK Federal Building
Boston, MA 02203
(617) 565-3300

Region 2 Library

U.S. EPA
26 Federal Plaza, Room 402
New York, NY 10278
(212) 264-2881

Region 3 Information Resource Center

U.S. EPA (3PM52)
841 Chestnut Building
Philadelphia, PA 19107
(215) 597-0580

Region 4 Library

U.S. EPA (G6)
345 Courtland Street, NE
Atlanta, GA 30365-2401
(404) 347-4216

Region 5 Library

U.S. EPA
77 West Jackson Boulevard
12th Floor
Chicago, IL 60604
(312) 353-2022

Region 6 Library

U.S. EPA
First Interstate Bank Tower
1445 Ross Avenue
Dallas, TX 75202-2733
(214) 655-6444

Region 7 Library

U.S. EPA
726 Minnesota Avenue
Kansas City, KS 66101
(913) 551-7241

Region 8 Library

U.S. EPA (8PM-IML)
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 293-1444

Region 9 Library

U.S. EPA
75 Hawthorne Street, 13th Floor
San Francisco, CA 94105
(415) 744-1510

Region 10 Library

U.S. EPA (MD-108)
1200 Sixth Avenue
Seattle, WA 98101
(206) 442-1289

Table 3. EPA's libraries contain a wealth of information accessible to States. The Headquarters and Regional libraries are listed above, and additional libraries are on the next page.

Additional EPA Libraries

Andrew W. Breidenbach Environmental Research Center Library

U.S. EPA
26 W Martin Luther King Dr
Cincinnati, OH 45268-4545
(513) 569-7707

Atmospheric Sciences Modeling Division Library

Atmospheric Research and
Exposure Assessment
Laboratory (MD-80)
U.S. EPA
RTP, NC 27711
(919) 541-4536

Central Regional Labora- tory Library

U.S. EPA
839 Bestgate Road
Annapolis, MD 21401
(301) 266-9180

Environmental Monitoring Systems Laboratory

Library
U.S. EPA
P.O. Box 93478
Las Vegas, NV 89193-3478
(702) 798-2648

Environmental Research Laboratory Library

U.S. EPA
Sabine Island
Gulf Breeze, FL 32561-5299
(904) 934-9218

Environmental Research Laboratory Library

U.S. EPA
College Station Road
Athens, GA 30613-7799
(404) 546-3302

Environmental Research Laboratory Library

U.S. EPA
6201 Congdon Boulevard
Duluth, MN 55804
(218) 720-5538

Environmental Research Laboratory Library

U.S. EPA
200 SW 35th Street
Corvallis, OR 97333
(503) 757-4731

Environmental Research Laboratory Library

U.S. EPA
27 Tarzwell Drive
Narragansett, RI 02882
(401) 782-3025

Law Library (LE-130L)

U.S. EPA, Room 2902
401 M Street, SW
Washington, DC 20460
(202) 260-5919

Legislative Reference Library (A-102)

U.S. EPA, Room 2439
401 M Street, SW
Washington, DC 20460
(202) 260-5425

Library Services Office

U.S. EPA (MD-35)
RTP, NC 27711
(919) 541-2777

Motor Vehicle Emission Laboratory Library

U.S. EPA
2565 Plymouth Road
Ann Arbor, MI 48105
(313) 668-4311

National Enforcement Investigations Center Library

U.S. EPA
DFC, Bldg 53, Box 25227
Denver, CO 80225
(303) 236-5122

Office of Air Quality Planning and Standards Library

U.S. EPA
523 Mutual Plaza (MD-16)
RTP, NC 27711
(919) 541-5514

Office of Toxic Substances Chemical Library (TS-793)

U.S. EPA, Room B002
401 M Street, SW
Washington, DC 20460
(202) 260-3944

Region 2 Field Office Library

U.S. EPA
2890 Woodbridge Avenue,
Building 209 (MS-245)
Edison, NJ 08837
(201) 321-6762

Robert S. Kerr Environ- mental Research Library

U.S. EPA
P.O. Box 1198, Kerr Lab Rd.
Ada, OK 74820
(405) 332-8800

ENVIRONMENTAL CRITERIA AND ASSESSMENT OFFICE

Within the Office of Research and Development, Office of Health and Environmental Assessment, the Environmental Criteria and Assessment Office (ECAO) prepares human health-based risk assessment documents and conducts research on systemic toxicity and chemical mixtures. ECAO also has the responsibility for providing site-, situation- and chemical specific assessments covering single and complex chemical exposures.

ECAO serves as a focal point for the collection, summarization, evaluation and assessment of all available data, from both national and international sources, concerning the toxic effects that may result from exposure to

various environmental pollutants. A wide variety of organizations use the documents generated by ECAO—they include intra-agency offices; other Federal agencies; local, State, and foreign governments; international agencies; the academic community; and special interest groups in the private sector.

Requests for information about ECAO documents should first be directed to the National Technical Information Service (see page 43). If NTIS does not maintain the information, contact the ECAO at (513) 569-7531 or write to the ECAO-Cin, 26 West Martin Luther King Drive, Cincinnati, OH 45268.



References

The *Public Information Center Publications List* is updated monthly with documents currently available through the PIC. (See next page.)

Certain libraries are designated as Government Depository Libraries, and they are reference sources for many official government publications. The *Directory of US Government Depository Libraries* is available at no charge from the Government Printing Office (see Part II).

PUBLIC INFORMATION CENTER

The Public Information Center (PIC) provides a wide variety of non-technical information about EPA and its programs to the general public and EPA staff. As the primary point of communications between EPA and the public, the PIC responds to more than 5,000 inquiries per month on all major environmental topics, including: acid rain, air quality, drinking water, gas mileage, indoor air pollution, toxic substances, pesticides, radon, recycling, and wetlands. The PIC services include:

- Handling general inquiries regarding EPA activities and environmental concerns.
- Acting as a referral center for technical inquiries and non-EPA inquiries.

- Providing on-site information services to visitors and staff.
- Networking with EPA project officers to offer public information services where possible.
- Assisting EPA staff with compiling informational packets.

There is no charge for these services or for a list of currently available publications. For more information, call or write:



(202) 260-7751



Public Information Center
U.S. EPA
401 M Street, SW
Washington, DC 20460

CLEARINGHOUSES, HOTLINES, BULLETIN BOARDS, & DOCKETS

EPA develops clearinghouses to establish a core of substantive information and provide a means for interested users to access information. The clearinghouses act as central access points for hard-to-locate technical reports and documents, and many use hotlines and bulletin boards to provide convenient access for remote users. A docket is a collection of documents that is the basis for EPA rulemaking actions. Detailed information on all of these sources can be found in the *Access EPA* series, which was described earlier under


the *Public Access Program*.


Generally, there is no charge for verbal inquiries to the information services listed below, other than the cost of a long distance call. For specifics on any charges associated with an information source, contact the source directly at the number listed.

This section profiles EPA's Publications and Information Center, a clearinghouse for scientific and technical information, and lists many other clearinghouses, hotlines, bulletin boards, and dockets.

EPA PUBLICATIONS AND INFORMATION CENTER

The EPA Publications and Information Center (EPIC) is a major resource for an extensive body of public-oriented and scientific/technical environmental information. The Center responds through more than 40 different program representatives to the public, the regulated community, academia, and other Federal and regulated State agencies in the dissemination of publications and multimedia products.

 (513) 569-7980

 EPA Publications and Information Center
Office of Research and Development
U.S. EPA
26 West Martin Luther King Drive
Cincinnati, OH 45268

OTHER SELECT CLEARINGHOUSES, HOTLINES, BULLETIN BOARDS, AND DOCKETS

GENERAL

INFORMATION SOURCE	DESCRIPTION	TELEPHONE NUMBER
Center for Environmental Research Information (CERI)	Focal point for exchange of scientific and technical information within the Federal government and to the public	(513) 569-7562
Environmental Financing Information Network (EFIN)	Financing alternatives for State/local environmental programs and projects; holds abstracts and names of financial/program experts; for access call NCSL's LEGISNET: (303) 830-2200, National Small Flows Clearinghouse: (800) 624-8301, or Public Technology's LEX: (202) 626-2400	(202) 260-0420
INFOTERRA	International environmental information	(202) 260-5917
Pollution Prevention Information Clearinghouse (PPIC)	Pollution prevention, source reduction and recycling of industrial hazardous waste. <i>Includes a reference library, electronic reference, hotline and outreach efforts</i>	(703) 821-4800

AIR AND RADIATION

INFORMATION SOURCE	DESCRIPTION	TELEPHONE NUMBER
Air Docket	Contains the public record of information used in the promulgation or revision of Agency rulemaking and certain other decisions under the Clean Air Act	(202) 260-7543
Air Risk Information Support Center (AIR RISC) Hotline	Health, exposure and risk assessment of toxic air pollutants	(919) 541-0888
BACT/LAER Clearinghouse	[Best Available Control Technology at Lowest Achievable Emission Rate] Air pollution control technology related to new source review permitting requirements	(919) 541-2736
Control Technology Center (CTC) Hotline	Air emissions and air pollution control technology for all air pollutants including air toxics emitted by stationary sources	(919) 541-0800
EPA Model Clearinghouse	Interpretation of modeling guidance <i>Includes a related electronic bulletin board</i>	(919) 541-5683
National Air Toxics Information Clearinghouse (NATICH)	Air toxics (non-criteria air pollutants) and the development of air toxics control programs	(919) 541-0850

HAZARDOUS AND SOLID WASTE

INFORMATION SOURCE	DESCRIPTION	TELEPHONE NUMBER
Alternative Treatment Technology Information Center (ATTIC)	Hazardous waste technologies <i>Includes a hotline, electronic bulletin board, and reference library</i>	(301) 670-6294
CERCLIS Helpline	Comprehensive Environmental Response, Compensation, and Liability Information System	(202) 260-0056 (202) 260-0057
Emergency Planning and Community Right-to-Know Hotline	Emergency Planning and Community Right-to-Know Act (Title III of SARA)	(800) 535-0202
National Response Center Hotline	Contact this 24-hour hotline to report accidental releases of oil and hazardous substances	(800) 424-8802
RCRA Docket Information Center	Indexes and provides public access to all regulatory materials supporting the Agency's actions under RCRA and disseminates current technical and non-technical Office of Solid Waste publications	(202) 260-3046
RCRA/Superfund/OUST Assistance Hotline	RCRA, Underground Storage Tanks, Superfund/CERCLA, and Pollution Prevention/Waste Minimization	(800) 424-9346
Superfund Docket and Information Center	Responds to all inquiries for information on the Superfund program and requests for access to docket files and copies of designated documents	(202) 260-9760
UST Docket	Provides public access to regulatory information supporting the Agency's regulatory actions on underground storage tanks	(202) 260-9720

PESTICIDES AND TOXIC SUBSTANCES

INFORMATION SOURCE	DESCRIPTION	TELEPHONE NUMBER
Asbestos Ombudsman Clearinghouse/Hotline	Asbestos abatement	(800) 368-5888
FIFRA (Pesticides) Docket	Supports the Federal Insecticide, Fungicide, and Rodenticide Act	(703) 305-5805
Toxic Substances Docket	Houses the official copies of all Office of Toxic Substances administrative records supporting regulatory decisions	(202) 260-7099
TSCA Assistance Information Service	Toxic Substances Control Act regulatory information	(202) 554-1404

WATER

INFORMATION SOURCE	DESCRIPTION	TELEPHONE NUMBER
Clean Lakes Clearinghouse	Lake restoration, management, and protection	(800) 726-5253
Drinking Water Docket	Supports the Safe Drinking Water Act Section 1412	(202) 260-3027
Environmental Financing Information Network (EFIN)	(See description on page 31)	(202) 260-0420
National Small Flows Clearinghouse	Small community water and wastewater treatment	(800) 624-8301
Nonpoint Source Pollution Exchange	Nonpoint sources of water pollution	(202) 260-7109
Safe Drinking Water Hotline	Safe Drinking Water Act and Amendments	(800) 426-4791

TRAINING ASSISTANCE

Many organizations throughout EPA, particularly the Program Offices, offer training and technical assistance to States. These training courses are often held in or near EPA Regional Offices and range from highly technical sessions to hands-on health and safety training to professional development programs. The following pages describe ADP training available through EPA's National Computer Center and reference other sources of information on available training.

NCC TRAINING

Through NCC, the National Data Processing Division provides ADP training at a reasonable cost to employees of, and contractors to, EPA, other Federal agencies, and State and local governments. The training is available in several formats:

- **Classroom instruction courses**— courses are usually at NCC or the Washington Information Center (WIC), but they may also be provided at the requestor's site.
- **Computer-based training**— with this self-paced instruction, the student responds to questions from the computer/teacher.
- **Interactive video instruction**— it involves the most advanced technology and is made available through Regional Offices.

- **Videotape training**— NCC has a library of training classes on VHS videotapes.

There is no cost if the attendee registers for courses at NCC or the WIC. If training personnel from NCC or the WIC conduct the training on-site, the cost is \$750 per day, and the arrangements need to be made through the Regional Training Coordinator who ensures that adequate funding is available. The training videotapes are distributed free of charge through the Regional Training Coordinator though only a limited numbers of tapes are available to each Region.

The training is coordinated through two training offices. PC and Macintosh training is provided through the WIC; NCC provides training on the mainframe, E-mail, and LANs

among others. The training office for NCC can be contacted at:



(800) 334-2405



EPA National Computer Center
Training Office (MD-34B)
Research Triangle Park, NC 27711

The training office for the WIC can be contacted at:



(202) 260-3201



EPA Washington Information Center
401 M Street, SW
Washington, DC 20460



References

NCC and many Program and Regional Offices provide various types of training to States. Further information is available through the course offerors, such as the EPA Regional Training Coordinator for Regional training or NCC for their catalog of training courses. Other examples are listed below.

The **EPA Institute** provides personal development training. For more information on the specific courses they offer, write:



EPA Institute (PM-224)
U.S. EPA
401 M Street, SW
Washington, DC 20460

The Office of Solid Waste and Emergency Response (OSWER) lists its training courses in *The OSWER Source Book* (EPA/540/9-99/001) May 1991. To receive a copy, reference both the publication title and number and write to OSWER at the:



Technology Innovation Office
U.S. EPA (OS-110)
401 M Street, SW
Washington, DC 20460

EPA lists numerous pollution prevention resources and training courses in *Pollution Prevention Training Opportunities*. To receive a copy, write to the:



Pollution Prevention Information Clearinghouse
SAIC
8400 Westpark Drive
McLean, VA 22102

ADDITIONAL SOURCES OF EPA ASSISTANCE

In addition to the aforementioned EPA resources, there are also various Agency organizations and publications that may be of assistance to States. Although many Agency groups work with States on an ongoing basis as they implement their programs, only a few key organizations that focus on information sharing are mentioned here. Similarly, while there are many EPA publications available, this document merely provides a short list of potential resources.

GROUPS AND ORGANIZATIONS

Many organizations throughout EPA incorporate the views of State and local governments into EPA operations. These committees also serve as liaisons between EPA and other governmental entities. A few of the more prominent groups that deal with data management issues are described below.

NATIONAL ADVISORY COUNCIL FOR ENVIRONMENTAL POLICY AND TECHNOLOGY

The mission of the National Advisory Council for Environmental Policy and Technology (NACEPT), formerly known as the National Advisory Council for Environmental Technology Transfer (NACETT), is to bridge the gap from problem identification to environmental solutions through successful program implementation and consensus

building. NACEPT, established in 1988, is a voluntary organization comprised of representatives from business and industry, academia, governments, and non-government organizations. The EPA Deputy Administrator appoints members for three-year terms. There are currently 54 officially appointed NACEPT members.


NACEPT was born out of the realization that the national response to growing environmental degradation and the increasing rate of environmental change, complexity, and competition for limited resources required consensus-building approaches. NACEPT was intended to demonstrate that empowering the Agency to extend itself beyond its traditional boundaries would produce improved program implementation results by leveraging Agency knowledge and limited resources with public and private partners throughout the world.


In addition to providing information on overall concerns, NACEPT relies on committees, with subcommittees as necessary, for advice on specific issues. The standing committees are: Pollution Prevention Education, Trade and Environment, State and Local Programs, Technology Innovation and Economics, and Environmental Measurements and Chemical Accident Prevention. All matters decided at the committee level are forwarded to the full council for

review and action before being forwarded to the EPA Administrator for consideration.

The goal of NACEPT's **State and Local Programs Committee** is to foster improvements in the capacity of State and local governments to carry out their environmental management responsibilities. With the growing demand for new solutions to environmental problems, the need for effective cooperation, coordination, and communications between and among levels of government has never been greater.

For more information, contact NACEPT through EPA's Office of Cooperative Environmental Management (OCEM) at:

 (202) 260-9741


NACEPT
OCEM (A-101F6)
 U.S. EPA
401 M Street, SW
Washington, DC 20460


EPA IRM STEERING COMMITTEE

The EPA IRM Steering Committee is composed of State, Regional and Headquarters' Senior Managers appointed by the Deputy Administrator. It meets twice a year and is chaired by Alvin Pesachowitz, Director of OIRM. The Steering Committee advises EPA on information policy and resource management issues. Much of its work is conducted by smaller task forces which report back to the Steering Committee with findings and recommendations. An example of a task force is the Locational Accuracy Task Force (LATF), which studied the issue of a locational accuracy standard for the Agency and then reported back to the Steering Committee with findings and

recommendations. Including State, Regional, and Headquarters' representatives on the LATF allowed for a variety of perspectives to be heard and incorporated into the findings.

For more general information, contact your Regional SEDM Coordinator. More specific information may be gained by contacting Alvin Pesachowitz at:

 (202) 260-4465

OIRM (PM-211)
 U.S. EPA
401 M Street, SW
Washington, DC 20460

STATE/LOCAL RELATIONS DIVISION

The State/Local Relations Division, within EPA's Office of the Associate Administrator for Regional Operations and State/Local Relations, advises and informs the EPA Administrator with regards to intergovernmental relations and concerns. It recommends and coordinates the Administrator's, Deputy Administrator's, and/or other EPA Headquarters officials' personal involvement in relations with State/tribal/county/local government officials through its **State/EPA Operations Committee** and other forums.

On environmental issues, programs, and initiatives, the State/Local Relations Division serves as the point of contact for groups representing State, tribal, and local governments, as well as the governments themselves. With the responsible program and Regional Offices, the Division identifies and seeks solutions to emerging intergovernmental issues. It ensures the State/tribal/local perspectives are brought

to bear in the development of EPA policies and programs in the media offices. The Division also coordinates and provides technical assistance between Headquarters/Regional components and State/tribal/local governments in resolving broad, issue-oriented intergovernmental problems. It works with Regional Administrators to develop and encourage adoption of improved methods for dealing with State, tribal, and local governments on specific EPA initiatives.

For more information, contact:



(202) 260-4719



State/Local Relations Division
Office for Regional Operations and
State/Local Relations (H1502)
U.S. EPA
401 M Street, SW
Washington, DC 20460

OTHER KEY EPA PUBLICATIONS

The following list provides a sampling of the types of materials available, grouped by subject area, from or about EPA. Many other references are listed with their relevant subject areas throughout the text of this document.

EPA Journal is a bimonthly magazine which deals with the protection of the nation's land, air, and water resources. A subscription (EPAJ) is \$8/year. Call GPO at (202) 783-3238.

AIRSLetter, by EPA's National Air Data Branch, is published quarterly to keep Aerometric Information Retrieval System (AIRS) users informed of current and future initia-

tives. There is no charge for AIRS users. To get on the mailing list, write: AIRSLetter Editor, National Air Data Branch (MD-14), EPA, Research Triangle Park, NC 27711.

Directory of EPA/State Contacts by Specialty (EPA/540/8-90/002, February 1990), by EPA's Office of Solid Waste and Emergency Response, presents information on personnel

who provide technical, legal, administrative, and financial expertise in support of Superfund activities. Copies may be requested from EPIC at (513) 569-7980.

EPA Headquarters Telephone Directory—WITS Edition August 1991 (055-000-00379-3) is \$12 from GPO at (202) 783-3238.

EPA Organization and Functions Manual, by EPA's Office of Administration, outlines EPA organizational structures and responsibilities to the division level. A free copy may be obtained from EPA Distribution by calling (202) 260-2118.

EPA Regulatory Agenda, by EPA's Information and Regulatory Systems Division, provides scientific information on the status of regulations that are under development, revision, and review at the Agency. It is published in April and October. To be on the mailing list for this free publication, call (202) 260-5480.

Glossary of Environmental Terms and Acronym List (December 1989, 19K-1000) by EPA's Office of Public Affairs, gives the user a general sense of what some commonly used terms and phrases mean in relatively non-technical language. A free copy may be obtained from the PIC by calling (202) 260-7751.

IRM Strategic Plan 1991-1995, by EPA's Office of Administration and Resources Management (OARM), defines the mission of EPA's IRM program and establishes the resource needs and responsibilities generally required to achieve that mission. For a copy, contact: OIRM/IMSD, U.S. EPA (PM-211D), 401 M Street, SW, Washington, DC 20460.

Pollution Prevention News, EPA's Office of Pollution Prevention, is a monthly publication on pollution prevention. To receive a complimentary subscription, write: Pollution

Prevention News, U.S. EPA (PM-222B), 401 M Street, SW, Washington, DC 20460.

Preserving Our Future Today—Your Guide to the United States Environmental Protection Agency is published by EPA's Office of Communications and Public Affairs. A copy can be obtained from the PIC by calling (202) 260-7751.

Tech Trends, by EPA's Technology Innovation Office, is published five times per year. It is the innovative technologies journal for Superfund removals and remedial actions and RCRA corrective actions. To receive a complimentary subscription, write: Tech Trends Mailing List, U.S. EPA (OS-110W), 401 M Street, SW, Washington, DC 20460.

Technical Assistance Directory (CERI-91-29) by EPA ORD is available through EPIC at (513) 569-7980.

Technical Information Packages (TIPs), by EPA's Office of International Activities (OIA), provides information on key environmental issues for international distribution. Each TIP explains the environmental issue, the related environmental and health effects, the standards and regulations, the technologies for addressing the issue, and a complete citation for each of the documents included in the TIP. In addition, each TIP includes a list of EPA experts, a more extensive bibliography, and contacts for access to existing databases and training opportunities. For more information, call OIA at (202) 260-4870.

Who's Who in EPA, by EPA's Office of Administration, provides organizational charts and listings of principal officers at the Agency. It is updated on a yearly basis. A free copy may be obtained from EPA Distribution by calling (202) 260-2118.

part II:

OTHER
FEDERAL
SOURCES OF
ASSISTANCE

INTRODUCTION

In addition to EPA, a number of other Federal government agencies protect human health and the environment as a component of their overall missions. In fact, many Federal organizations collect, use, and distribute environmental data in their daily activities, particularly the U.S. Departments of Agriculture, Energy, Interior, and Transportation.

Agencies throughout the Federal government have formed alliances to more effectively share and use their environmental information. These organizations can provide access to a wide variety of environmental data, publications, maps, and services. Some of these Federal programs, resources, and committees are discussed in the following pages. They include:

- National Technical Information Service
- National Cartographic Center
- National Wetlands Inventory
- Council on Environmental Quality
- Federal Information Centers
- EPA/Federal Agency Environmental Roundtable
- Interagency multi-media programs.

States, however, are also encouraged to pursue other sources of information available through the U.S. Government's Executive and Legislative Branches, such as the Library of Congress and various Congressional organizations.

ACCESS TO INFORMATION

The Federal government develops, collects, and distributes a diverse array of materials that contain environmental information. A number of Federal organizations also provide assistance in accessing environmental information sources. Some of these national information resources are described in the following pages.

NATIONAL TECHNICAL INFORMATION SERVICE

The National Technical Information Service (NTIS) provides access to U.S. and foreign government-sponsored research and development results. NTIS is a primary source for government scientific and technical information, and they have a catalog of the products and services offered. NTIS:

- Announces summaries of completed and ongoing U.S. and foreign government-sponsored research and development and engineering activities.
- Provides the complete technical reports for most of these results.
- Manages the *Federal Computer Products Center*, which provides access to software, data files, and databases produced by Federal agencies.
- Manages the *Center for the Utilization of Federal Technology*, which

runs the most active inventions licensing program in the U.S. Government.

- Offers U.S. firms access to foreign government research and engineering programs. NTIS is the lead U.S. Government agency in the exchange of technical information.

Costs vary according to the product or service in question. For more information, call or write the NTIS at:



(800) 553-NTIS


National Technical Information
Service
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161




NATIONAL CARTOGRAPHIC CENTER

The U.S. Department of Agriculture (USDA)/Soil Conservation Service's *National Cartographic Center* offers a variety of services and information. The Center responds to requests for national soils geographic databases and their interpretative attribute files, as well as GIS resource data and maps.

For information, contact:


 (817)334-5292 or (817)334-5559

 National Cartographic Center
Soil Conservation Service
U.S. Department of Agriculture
P.O. Box 6567
Fort Worth, Texas 76115


NATIONAL WETLANDS INVENTORY


The U.S. Department of Interior/Fish and Wildlife Service's *National Wetlands Inventory* characterizes the wetland resources in the U.S. It provides status and trend information. A geo-referenced wetland database using geographic information system technologies is under development.

To obtain *National Wetlands Inventory* maps, contact:

 (800) USA-MAPS

To obtain further information on the *National Wetlands Inventory*, contact:


 (813) 893-3624


 National Wetlands Inventory
U.S. Fish and Wildlife Service
9720 Executive Center Drive
Monroe Building, Suite 101
St. Petersburg, FL 33702-2440

GENERAL ACCOUNTING OFFICE

The General Accounting Office (GAO) evaluates the activities of Federal departments, agencies, and organizations. Many assessments have been conducted to address environmental programs, activities and issues. Some parties, including State officials, may receive GAO reports free of charge.

To obtain copies of GAO reports or a list of available reports, contact:

 (202) 275-6241


 Document Handling and Information
Services Facility
U.S. GAO
P.O. Box 6015
Gaithersburg, MD 20877


GOVERNMENT PRINTING OFFICE

The Government Printing Office (GPO) prints and binds publications issued from Congress and the departments and agencies of the Federal government. The GPO sells publications through mail orders and government bookstores. It also administers the depository library program through which selected government publications are made available in libraries throughout the country. GPO has catalogs of new or popular

publications which are available through them. The cost depends upon the publication.

For orders and inquiries, contact:


 (202) 783-3238


 Superintendent of Documents
Government Printing Office
Washington, DC 20402

COUNCIL ON ENVIRONMENTAL QUALITY

The Council on Environmental Quality (CEQ), part of the Executive Office of the President, collects environmental statistics from across Federal agencies and publishes them as a section of its annual *Environmental Quality* report and also in periodic environmental trends publications. The *Environmental Quality* report is available from CEQ, GPO, and NTIS.

For more information on CEQ activities or publications, contact:

 (202) 395-5750

 Council on Environmental Quality
722 Jackson Place NW
Washington, DC 20503

FEDERAL INFORMATION CENTERS

The General Services Administration (GSA) has established Federal Information Centers (FICs) throughout the United States to assist the public in locating particular Federal agencies or individuals to address

their specific concerns. Since FICs can be accessed via local telephone service, refer to the government listings in the telephone directory for the nearest metropolitan area.



References

Two of the more commonly referenced GPO publications are the ***Federal Register*** and the ***Code of Federal Regulations (CFR)***. The ***Federal Register*** publicizes proposed rules written by Federal agencies along with notices of public hearings. It is published every government business day. A yearly subscription to the paperback version (FR) is \$340. The ***CFR*** codifies final regulations having general applicability and legal effect which have previously appeared in the ***Federal Register***. The various books in this series (CFR91) are issued irregularly, and a yearly subscription to paperback books is \$620. Both are available through GPO at the address on the previous page. Both of these publications are also available at many libraries (general public as well as EPA).

ADDITIONAL SOURCES OF FEDERAL ASSISTANCE

Since a variety of governmental organizations have environmental responsibilities, there are numerous sources of information available. This section does not present a comprehensive listing of these sources, but rather illustrates the types of available resources.

GROUPS AND ORGANIZATIONS

A number of interagency groups and organizations have been formed to more effectively address environmental


issues and activities. These groups share information and forge cooperative environmental solutions to complex problems.


FEDERAL GEOGRAPHIC DATA COMMITTEE

The Federal Geographic Data Committee, established under the authority of OMB Circular A-16, promotes the coordinated development, use, sharing, and dissemination of surveying, mapping, and related spatial data. The Committee is comprised of representatives from fourteen Federal departments and independent agencies. Subcommittees have been formed to coordinate several categories of data, including base cartographic, cadastral, cultural and demographic, geodetic, geologic, ground transportation, soils, vegetation, and wetlands. In addition, workgroups have been established to work on issues common to all

data categories, such as standards, technology, and liaison to the non-Federal community, including States, localities, the private sector, and academia. The Committee publishes the *FGD Newsletter*, which describes its efforts.

To obtain more information, contact:

 (703) 648-4533

Executive Secretary
Federal Geographic Data Committee
 U.S. Geological Survey
590 National Center
Reston, Virginia 22092

EPA/FEDERAL AGENCY ENVIRONMENTAL ROUNDTABLE


The EPA/Federal Agency Environmental Roundtable is a standing Federal agency group, with members from approximately fifty individual Federal departments or agencies, that meets on a regular basis to exchange information concerning existing or pending EPA policy, strategy, standards, and regulations.

The Roundtable is convened under authority of Executive Order 12088, issued by the President. Section 1-2 requires that "each Executive agency shall consult with the Administrator and with State, interstate, and local agencies concerning the best techniques and methods available for the prevention, control, and abatement of environmental pollution," and Section 1-3 indicates that "the Administrator shall provide technical advice and assistance to Executive agencies in order to ensure their cost-effective and timely compliance with applicable pollution control


standards." The Environmental Roundtable is convened to partially fulfill this consultative and technical assistance mandate between EPA and the other Federal agencies.

The Roundtable also provides a forum for the exchange of information on pollution prevention, abatement, or control techniques utilized in all environmental programs, as well as successful hazardous waste cleanup technologies attempted by Federal agencies throughout the nation.

For further information, contact:

 (202) 260-5908

Office of Federal Facilities
Enforcement (OE-2261)

 U.S. EPA
401 M Street, SW
Washington, DC 20460


REGION 5 ROUNDTABLE ON INTERAGENCY COOPERATION


EPA Region 5 has recently begun to form an interagency roundtable to address ecosystems management issues in the Midwest. Since there are many Federal, State, and local agencies and other public groups involved in ecosystems information, research, education, and management, this group will seek to adopt a cooperative interagency approach to facilitate the accomplishment of mutual goals. Initial participants included representatives from the U.S. Forest Service, National Parks Service, International Joint Commission, U.S. Fish and Wildlife Service, National Oceanic and Atmospheric Administration (NOAA), Bureau of Land Management (BLM), EPA Great Lakes National Program Office and EPA Region 5, Illinois Natural History Survey, Illinois Department of Conservation,

Michigan Department of Natural Resources, and Michigan State University.

The EPA Region 5 Roundtable on Interagency Cooperation in ecosystems intends to meet on a semi-annual basis beginning with a meeting on November 12-14, 1991. The first action to be undertaken will be to create staff-level workgroups and to develop an annual plan for work among agencies.

For more information, contact:

 (312) 353-6148

Mr. Louis Blume
Planning and Management Division
 U.S. EPA Region 5
77 W. Jackson Boulevard (MB-19J)
Chicago, Illinois 60604

INTERAGENCY MULTI-MEDIA EFFORTS

The Federal and State governments have undertaken many large, multi-media projects to restore environmental health to our nation's water bodies. These projects have in common an ecosystem approach to solving environmental problems; the approaches are comprehensive and dependent on the active

participation of a very large group of government agencies and private organizations.

Examples of four multi-media, geographic-specific projects—Chesapeake Bay, Puget Sound, Great Lakes, and Gulf of Mexico—are highlighted in the following discussion.

CHESAPEAKE BAY

The Chesapeake Bay is the country's largest estuary—efforts to restore this area are of national significance. The Bay program is making progress through the efforts of various Federal and State agencies, special interest organizations, and citizen advocate groups. The success of this program is dependent on a cooperative, multi-media arrangement.

In addition to EPA and environmental agencies in Maryland, Pennsylvania, Virginia, and the District of Columbia, many other agencies are active in the restoration of the Chesapeake Bay program by formal agreement, including the Soil Conservation Service, the Forest Service, the USDA, the Fish and Wildlife Service, USGS, and NOAA. Other participants without agreements include the National Park Service, National Highway Administration, and the Coast Guard. Citizens groups include the Alliance for the Chesapeake Bay and the Chesapeake Executive Council's Citizen Advisory Committee.

EPA established a Chesapeake Bay Liaison Office to coordinate the cleanup initiatives of State and Federal agencies under the overall

direction of the Chesapeake Executive Council. The Liaison Office maintains a computer center that stores monitoring data; reviews, processes, and analyzes that data; and builds mathematical models to estimate pollution loads and to project the impact of various control alternatives on Bay water quality.

For more information about the Bay program, scheduled meetings, or other current activities, call the Chesapeake Regional Information Service at:



1-(800) 662-CRIS

For more information about the EPA's role in the Bay restoration, call or write:



(800) 523-2281
(301) 267-0061

Chesapeake Bay Program
U.S. EPA



Annapolis City Marina
410 Severn Avenue, Suite 109
Annapolis, MD 21403


PUGET SOUND


The Puget Sound Estuary Program was established in 1985 by EPA and the Washington Department of Ecology. The program's primary objective is to minimize contamination of Puget Sound and to protect its living resources. One of the key program elements is its "urban bay approach," which focuses on site-specific pollution control measures within the well-defined bodies of water and associated drainage basins.

The strength of the urban bay approach comes from its geographic focus, use of action teams in the field, and use of available data to minimize wasteful or redundant studies and maximize immediate action. The efficiency of existing contaminant control programs is maximized by focusing multi-agency actions on prioritized contaminated sites.

Over 450 different groups participate in the Puget Sound program. Organizations include: NOAA, the National Marine Fisheries Service, and the Municipality of Metropolitan Seattle. A regional urban bay program serves as a focal point for administering the various programs.

For more information on the Puget Sound program, call or write:

 (206) 493-9300 or
1-(800)-54-SOUND

 Puget Sound Water Quality Authority
Mail Stop PV15
P.O. Box 40900
Olympia, WA 98504-0900

GREAT LAKES


In 1978, the Great Lakes National Program Office (GLNPO) was created to oversee the United States' fulfillment of its obligations under the Great Lakes Water Quality Agreement with Canada. The goal of the Water Quality Agreement is to "restore and maintain the physical, chemical, and biological integrity of the Great Lakes Basin ecosystem." This emphasis on a comprehensive ecosystem approach to water quality management is the cornerstone of GLNPO's operations.


GLNPO's ecosystem approach to environmental management resulted from a growing understanding of the many inter-related and inter-dependent factors that govern the ecological health of estuary systems. The ecosystem approach has dictated the involvement and cooperation of many different organizations.

It is GLNPO's task to bring together the many different U.S. programs and provide a

forum for them to work together to achieve relationships that promote multi-media solutions to environmental problems. In addition to EPA, GLNPO coordinates with NOAA, USGS, the Army Corps of Engineers, the Fish and Wildlife Service, the Soil Conservation Service, the Coast Guard, Environment Canada, the Ontario Provincial Government, and the International Joint Commission.

For more information on the Great Lakes project, call or write:

 (312) 353-2117

 Great Lakes National Program Office
9th Floor
77 West Jackson Boulevard, (G-9J)
Chicago, IL 60604

GULF OF MEXICO

In August of 1988, the Gulf of Mexico Program was established in response to signs of serious long-term environmental damage appearing throughout the marine ecosystem of "America's Sea." The main purpose of the Program was to develop and implement a management strategy aimed at protecting, restoring, and maintaining the health and productivity of the Gulf.

Because of the complexity and seriousness of the problems in the Gulf, a number of government agencies and private organizations have joined together to work on solutions. The Gulf of Mexico Program relies on the support of many of the same organizations that are involved with the Great Lakes, Chesapeake Bay, and Puget Sound Programs.

The Gulf Program distributes the information it collects to the scientific community, legislative bodies, policy makers, resource managers, public interest groups, industry,

and the public. This cooperative process has proven effective in efforts to educate and inform organizations involved with the restoration of the Gulf ecosystem.

The Gulf Program maintains an electronic bulletin board, accessible by anyone with a computer and modem. The system allows users to search its *Catalog of Environmental Data Bases* and a *Directory of Gulf Specialists*. The catalog and directory help users locate information such as organizations, reference documents, databases, information sources, and points of contact.

For more information on the Gulf of Mexico Program, call or write:



(601) 688-3726



The Gulf of Mexico Program Office
Building 1103, Room 202
Stennis Space Center, MS 39529-6000

KEY FEDERAL PUBLICATIONS

There are numerous publications about the relationship between the Federal government and the environment. It is far beyond the scope of this document to catalog all of them. Instead, this section should be viewed as providing examples of the types of reference documents available, both from the government itself and from commercial entities.


The *Guide to Key Environmental Statistics in the U.S. Government* is a valuable resource guide. This document provides information on the U.S. government programs that develop and distribute key environmental statistics. The document addresses the following types of statistics:

- Environmental pressures, such as energy, mining, agriculture, manufacturing, and transportation
- Environmental quality, such as ambient air and water quality, toxic contamination, and soil erosion
- Human and institutional responses to environmental problems, such as governmental and industrial activities and expenditures to prevent or control pollution.

The information in the guide is organized by Federal department and agency, and a separate record is presented for each of the 76 statistical programs. Each record includes

background information, statistical coverage, data collection methods and frequency, geographic coverage, contacts, recent publications, and availability of data bases. In addition, the guide contains a key word index and an index of databases. This guide is available in hard copy as well as on disk.

The Guide was originally published in April 1990 by the World Resources Institute. The document is undergoing extensive revisions and an updated version was made available in the spring of 1992. For orders and inquiries, contact:

 (202) 260-3726

Center for Environmental Statistics
Office of Policy, Planning and
Evaluation




U.S. EPA (PM-223)

401 M Street, SW


Washington, DC 20460

MATERIAL BELONGS TO:
US EPA TOXICS LIBRARY
401 M ST SW / TS-793
WASHINGTON, DC 20460
(202) 260-3944


The ***Federal IRM Directory*** (February 1991) is developed by the Interagency Committee on Information Resources Management (IAC/IRM) to facilitate and encourage the sharing of IRM information among the IAC/IRM members and other Federal IRM managers. The document identifies IRM contacts throughout the Federal government. Copies can be obtained by contacting GSA at:


 (202) 501-2426

Information Resources Management
Service (IRMS-KAP)

 U.S. General Services Administration
18th & F Street, NW
Washington, DC 20405


The ***Federal Executive Directory*** supplies complete contact information for more than 32,500 key officials in the Executive Office of the President, Cabinet Departments, major Federal administrative agencies, and the U.S. Congress. It is published every two months, and a one-year subscription is \$155. The ***Federal Regional Executive Directory*** provides complete contact information on field offices of Federal government agencies and departments. It is published semi-annually, and a one-year subscription is \$110.


 (202) 333-8620

 Carroll Publishing Company
1058 Thomas Jefferson Street, NW
Washington, DC 20007


The ***Directory of Environmental Information Sources, 3rd Edition*** provides sources for obtaining Federal and State government information (Docketroom, Congressional Desk, Legislative Information Office, Public Infor-


mation Office, and EPA/OSHA offices); professional and trade organizations and associations, and environmental publications and databases. For each entry, it includes addresses, phone numbers, descriptive paragraphs, and pricing and membership information where applicable. The cost is \$69. The ***1992-1993 Environmental Telephone Directory*** covers U.S. Senators and Representatives and their environmental aides, U.S. Senate and House committees and subcommittees dealing with environmental issues, EPA, other Federal and executive agencies dealing with the environment, and State environmental agencies. The cost is \$59.

 (301) 921-2323

 Government Institutes, Inc.
4 Research Place, Suite 200
Rockville, MD 20850

The ***Federal Yellow Book*** has listings of Administrators and top staff aides in the Executive Office of the President/Office of the Vice President, the 14 Cabinet-level Federal departments, more than 60 independent Federal agencies, regional offices of selected Federal departments and agencies, and Federal Information Centers in 72 cities. It is published quarterly, and a one-year subscription is \$175. The ***Congressional Yellow Book*** has complete listings of Congressional leadership: Senators, Representatives, key specialists, and committee and subcommittee staff. It is published quarterly, and a one-year subscription is \$175.

 (212) 627-4140

 Monitor Publishing Company
104 Fifth Avenue, 2nd Floor
New York, NY 10011

part III:

OTHER SOURCES OF ASSISTANCE

INTRODUCTION

Certain associations, conferences, and councils are committed to strengthening the bond and increasing the coordination of local, State, and Federal government activities. Their aim is to keep abreast of issues that may affect their constituents and to influence environmental policy and funding. Members have found strength in numbers by having one or more associations represent and voice their collective interests. These respected groups can elevate, present, and act on local, State, and Federal concerns, including issues related to information management. The purpose of Part III is to point out the types of assistance available through the following types of organizations:

- State organizations
- Native American organizations
- Environmental special interest groups.

STATE ORGANIZATIONS

Several organizations have been established to promote the concerns and interests of States nationwide, including environmental issues. These entities maintain ongoing communications with States, as well as with Federal government representatives, to ensure that issues are identified and addressed. Such organizations also collect environmental data and seek to improve intergovernmental information sharing. Some of the most active and well represented State organizations are briefly described in the following pages.

NATIONAL GOVERNORS' ASSOCIATION

The National Governors' Association (NGA) includes the governors of the nation's fifty States, its commonwealths, and territories. Through NGA, governors work together to deal with issues of public policy and governance. NGA's mission is to provide a bipartisan forum to help shape and implement national policy and to solve State problems.

The NGA is involved with environmental concerns and has focused on building information partnerships, developing hazardous waste generation policies, and addressing environmental management issues. Recent NGA environmental initiatives have included working with the Federal government to develop regulations and policies regarding cleanup of hazardous waste sites and clean air legislation.

NGA's **Information Management Program Steering Committee** is involved

with improving information sharing and using integrated data more effectively in decision-making. These activities are coordinated with several Federal agencies and industry representatives.

NGA offers nearly twenty energy and environment-specific publications and frequently sponsors national conferences on environmental issues, including an annual conference on information management. For further information, call or write:



(202) 624-5300



National Governors' Association
Hall of the States
444 North Capitol Street, Suite 250
Washington, DC 20001

COUNCIL OF STATE GOVERNMENTS

The Council of State Governments (CSG) works to strengthen State governments by promoting intergovernmental cooperation; collecting, processing, generating, and disseminating information needed by States; and serving as a catalyst and representative on issues and opportunities affecting the States. Among the services that CSG offers are:

- Providing staff services to organizations of State officials in various fields of activity
- Arranging conferences, offering research, surveys, and data search to the private sector
- Operating a computerized library and resource database
- Providing a telecommunication-based inquiry service.

CSG's **Center for the Environment and Natural Resources** was established to assist State leaders in developing and improving environmental policy. Recently, the Center has also been charged with identifying new issues in science and technology that will affect State environmental policy. The Center

is guided by a steering committee comprised of State legislators, attorneys general, and executive branch officials from all regions of the nation.

CSG recent and current research topics include: environmental management, solid waste, drinking water systems, medical waste management, wastewater clean-up, and geographic information activities. CSG's publication list includes over twenty environment-specific books. One which may be of particular interest is *The State Geographic Information Activities Compendium* (#C-002-91) which offers a comprehensive look at the coordination and implementation of hundreds of State GIS programs nationwide. The cost is approximately \$79. Order the compendium by calling (800) 800-1910. For further information on CSG, call or write:



(606) 231-1939



Council of State Governments
P.O. Box 11910
3572 Iron Works Pike
Lexington, KY 40578



References

Information on these organizations and others referenced in this section were obtained from the *Encyclopedia of Associations: National Organizations of the U.S.* and the *Encyclopedia of Associations: Regional, State and Local Organizations*, which are available through most EPA Regional, State, college and university, and local libraries.

NATIONAL CONFERENCE OF STATE LEGISLATURES

National Conference of State Legislatures (NCSL) is a national bipartisan organization of State legislators and legislative staff which ensures States a strong, cohesive voice in the Federal decision-making process and fosters interstate communication and cooperation. NCSL provides research, technical assistance, and a forum for policy-makers to exchange ideas on the most pressing State issues. NCSL is also an effective and respected representative for the interests of State governments before Congress and Federal agencies.

NCSL also disseminates information on environmental issues. Its publication list includes books on solid waste management, recycling, global climate, groundwater legislation, and other environmental information.

NCSL's State-specific services include: responses to information requests, technical assistance, publications, conferences, seminars, training sessions, and videotapes. NCSL's **State-Federal Assembly** includes a steering committee on the environment and natural resources. The Assembly informs legislators of developments in State-Federal relations. For further information, call or write:



(202) 624-5400

National Conference of State
Legislatures



444 North Capitol Street, NW
Suite 500
Washington, DC 20001

Note: The NGA, NCSL, and CSG have recently formed a **State Information Policy Consortium**. The primary goal of the consortium is to provide a forum where State and Federal officials may meet to discuss inter-governmental information resources management problems. This consortium hopes to strengthen the Federal-State partnership as

outlined in recently introduced legislation such as the Federal Information Resources Act (§1044) and OMB's revision of Circular A-130. Since NGA, NCSL, and CSG were in the process of establishing memoranda of understanding at the time of this document's publication, more information on this new consortium is not available.

OTHER STATE ORGANIZATIONS

Other State organizations also collect data which may be vital to EPA and other organizations. Many of these organizations are affiliated with the NGA, NCSL, and CSG. They include:

- The **Association of State and Interstate Water Pollution Control Administrators (ASIWPCA)** represents the Administrators of State and interstate governmental agencies legally responsible for

prevention, abatement, and control of water pollution. ASIWPCA promotes the coordination among State agencies and those of the EPA, Congress, and other Federal agencies. Call or write:




(202) 624-7782


ASIWPCA




444 North Capitol Street, NW
Suite 330
Washington, DC 20001


- **The Association of State Drinking Water Administrators** represents the collective interests of State drinking water programs and presents the views of States to Congress, EPA, and other professional organizations. Call or write:

 (703) 524-2428


 ASDWA
1911 North Fort Meyer Drive
Arlington, VA 22209


- **The Association of State and Territorial Solid Waste Management Officials** consists of directors and support staff of State and territorial solid and hazardous waste. Call or write:

 (202) 624-5828

 ASTSWMO
444 North Capitol Street, NW
Washington, DC 20001


- **Interstate Conference on Water Problems** consists of State and regional agencies, non-profit organizations, and universities concerned with conservation, development, and administration of water and land-related resources. Call or write:


 (612) 223-5828

 ICWP
415 Hamm Building
408 Saint Peter Street
St. Paul, MN 55102


- **State and Territorial Air Pollution Program Administrators (STAPPA)** aims to improve the effectiveness of State and local air pollution control programs and to coordinate the activities


of State and local officials in this field. STAPPA headquarters serves as liaison with EPA, Congress, industrial organizations, environmental organizations, and others who are interested in protecting air resources. Call or write:

 (202) 624-7864


 STAPPA
444 North Capitol Street, NW
Washington, DC 20001


- **The Council of Governors' Policy Advisors** provides technical expertise, analysis, and information to further the objectives and effectiveness of NGA representing the interests of State governments. Call or write:

 (202) 624-5386

 CGPA
400 North Capitol Street, NW
Suite 285
Washington, DC 20001

- **The National Association of State Budget Officers** serves as a liaison between States and the Federal government to promote intergovernmental cooperation. Their *Committee on Financial Management, Systems, and Data Reporting* identifies, evaluates, and provides information on systems, techniques, and mechanisms for analysis, evaluation, and management of government programs. Call or write:

 (202) 624-5382

 NASBO
400 North Capitol Street, NW
Suite 295
Washington, DC 20001

NATIVE AMERICAN ORGANIZATIONS

Certain Native American organizations influence environmental policies and directions. These organizations are also important because, over the next few years, some federally recognized tribal entities will be involved in an EPA program known as "Treatment as States." Tribes that qualify will be required to adhere to many of the environmental laws that govern States. With this new status, those tribes will, by law, provide environmental data to EPA. A few of the organizations that represent Native Americans are described in this section.

COUNCIL OF ENERGY RESOURCE TRIBES

The Council of Energy Resource Tribes (CERT) is one of the most environmentally active Native American organizations. CERT's purpose is to promote the general welfare of members through the protection, conservation, control, and prudent management of their oil, coal, natural gas, and other resources. CERT provides on-site technical assistance to tribes in all aspects of energy resource management.


Protecting the environment is a fundamental goal of CERT. This information helps these leaders make well-informed decisions—decisions which create a healthy balance between prospering economies and


caring for air, land, water, wildlife, and people.

CERT's **Tribal Environmental Institute** offers a variety of educational workshops. Topics include: tribal ownership and operation of public water systems, solid and hazardous waste disposal and management, water quality, and hazardous and radioactive waste transportation. CERT also sponsors two EPA intern programs to foster environmental education for tribes. CERT's environmental specialists visit reservations to provide technical assistance, conduct needs analyses, and develop water quality guides.

CERT also has a non-profit subsidiary called **CERT Technical Services Corporation** (CERT TSC), which was formed to make the expertise and experience gained from over 2,500 technical projects available to both member and non-member tribes, Indian organizations, government agencies, and private entities or individuals. Services are offered on a direct contract basis. CERT TSC publishes a newsletter to disseminate environmentally related information and to enable those working in the field of tribal environmental protection to share ideas,

solutions to problems, and approaches. CERT TSC also publishes handbooks which provide detailed guidance and examples for preparing applications for primary enforcement responsibility. For more information, call or write:


 (303) 297-2378


 The Council of Energy Resource Tribes
1999 Broadway, Suite 2600
Denver, CO 80202-5726

OTHER NATIVE AMERICAN ORGANIZATIONS


Some other environmentally active Native American organizations include:


- The **National Congress of American Indians** seeks to protect, conserve, and develop Indian natural and human resources; serve legislative interests of Indian tribes; and improve health, education, and economic conditions. Call or write:

 (202) 546-9404

 NCAI
900 Pennsylvania Avenue, SE
Washington, DC 20003

- **Native American Rights Fund** provides legal counsel in the protection of Indian lands and resources and maintains a National Indian Law Library. Call or write:

 (303) 447-8760

 Native American Rights Fund
1506 Broadway
Boulder, CO 80302

ENVIRONMENTAL SPECIAL INTEREST GROUPS


Special interest groups are an integral part of the environmental arena. These private organizations provide additional insight into environmental issues and concerns. Many of these groups collect and share environmental data with State and Federal agencies through formal and informal agreements. A few prominent groups are listed here.

ENVIRONMENTAL DEFENSE FUND

Environmental Defense Fund (EDF) is a public interest organization of lawyers, scientists, and economists dedicated to the protection and improvement of environmental quality and public health. EDF works toward responsible reform of public policy in the fields of toxic chemical regulation, toxicology, radiation, air quality, energy, water resources, agriculture, ozone depletion and the greenhouse effect, wildlife, and international environment. EDF initiates legal actions and litigation in environmental public service and education campaigns.

EDF promotes research, public education, and administrative and legislative action. The organization maintains an Environmental Information Exchange (EIE) computerized service which provides State

and Federal environmental agencies access to scientific, economic, legal, and regulatory information. Although the role of the EIE system is currently under review, it maintains data gleaned from studies in toxics, solid waste, and pollution prevention which has been shared with several Federal agencies. EDF studies are funded with Federal, State, industry, and private grants. The findings of these studies are available upon request. For more information, call or write:

 (212) 505-2100



Environmental Defense Fund
257 Park Avenue South
New York, NY 10010

THE NATURE CONSERVANCY

The Nature Conservancy is dedicated to the preservation of ecological diversity through the protection of natural areas. The Conservancy identifies ecologically significant lands and protects them through gift, purchase, and advice to government or private agencies. The Conservancy also provides long-term stewardship for one thousand conservancy-owned preserves and makes most conservancy lands available on request for nondestructive use by educational and scientific organizations.

The Conservancy compiles statistics and maintains a computerized *National Heritage Inventory* (data on flora and fauna in the U.S. and abroad). This inventory resides in the *Biological and Conservation Data System*, a PC-based data management package that facilitates the collection, distribution, and exchange of information including sites, land ownership parcels, managed areas, and sources of information. This data can be ex-

ported to GIS (ARC/INFO™) or other database applications.

The Conservancy has memoranda of understanding in place with several government agencies including the EPA, the Department of Defense, the Forest Service, BLM, and USGS. The Conservancy has a unique way of establishing its Natural Heritage Programs and Conservation Data Centers—it enters into a partnership with States and, as the program develops, it is slowly transferred over to State management. So far, approximately 80% of the State programs have been transferred. For more information, call or write:



(703) 841-5300





The Nature Conservancy
1815 North Lynn Street
Arlington, VA 22209

OTHER ENVIRONMENTAL SPECIAL INTEREST GROUPS


Many other environmental special interest groups exist. Some of the more prominent groups include:


- **World Wildlife Fund and Conservation Foundation** recently merged, and are now known as the **World Wildlife Fund**. Together they seek to protect the biological resources upon which human well-being depends. Their activities are scientifically based and support public and private conservation agencies and governments in carrying out projects and services. For more information call or write:

 (202) 293-4800


 World Wildlife Fund
1250 Twenty-Fourth Street, NW
Washington, DC 20037


- **National Audubon Society** is interested in ecology, energy, and the conservation and restoration of natural resources with emphasis on wildlife, wildlife habitats, soil, water, and forests. The Society conducts research programs to aid endangered species, supports a force of 35 wardens to patrol wildlife sanctuaries, and produces educational materials. Divisions include government relations and science. Call or write:

 (212) 832-3200


 National Audubon Society
950 3rd Avenue
New York, NY 10022


- **National Wildlife Federation (NWF)** is a federation of State and territorial conservation organizations and associate members. NWF encourages the intelligent management of the life-sustaining resources of the earth and promotes a greater appreciation of these resources, their community relationship, and wise use. NWF also gives organizational and financial assistance to local conservation projects. NWF sells an extensive directory of conservation organizations. Call or write:

 (202) 797-6800

 National Wildlife Federation
1400 Sixteenth Street, NW
Washington, DC 20036-2266

- **Sierra Club** is a group of individuals concerned with nature and its interrelationship with man. It strives to: protect and conserve the natural resources of the U.S. and world, undertake scientific and educational studies concerning man's environment and the natural ecosystems of the world, and educate others about the need to preserve and restore the quality of the environment and the integrity of those systems. Their committees include air quality, hazardous materials, international environment, solid waste, and water resources. Call or write:

 (415) 776-2211

 Sierra Club
730 Polk Street
San Francisco, CA 94109

The National SEDM Program welcomes your comments on the *State Resource Guide*. If you have more information, information which should be added, or general feedback on the guide as a whole, we want to hear about it.

Thank you in advance for your input!

Date: _____ Telephone: _____

Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

UPDATE INFORMATION

Name of Resource/Program: _____

New Entry: _____

Revision: _____

Page Number: _____

Description of Resource/Program (Attach any relevant information, brochures, fliers, etc.): _____

Sponsoring Office (Program Office, Division, Branch): _____

Resource/Program Public Contact: _____

Telephone (including area code): _____

Fax: _____

Email: _____

Address (include full mailing address, mail code, room number) _____

COMMENTS TO HELP US IMPROVE THE STATE RESOURCE GUIDE



Office of Information Resources Management (PM-211D)
United States Environmental Protection Agency
401 M Street, SW
Washington, DC 20460

Stamp

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Office of Information Resources Management (PM-211D)
United States Environmental Protection Agency
401 M Street, SW
Washington, DC 20460