

REGION VIII FACT BOOK

CONTENTS

Region VIII Organization Chart

Budget

Legislation

Office of the Regional Administrator

Office of Public Affairs

Office of Congressional and Intergovernmental Liaison

Office of Regional Counsel

Assistant Regional Administrator for Policy and Management

Air and Waste Management Division

Water Management Division

Environmental Services Division

Montana Operations Office

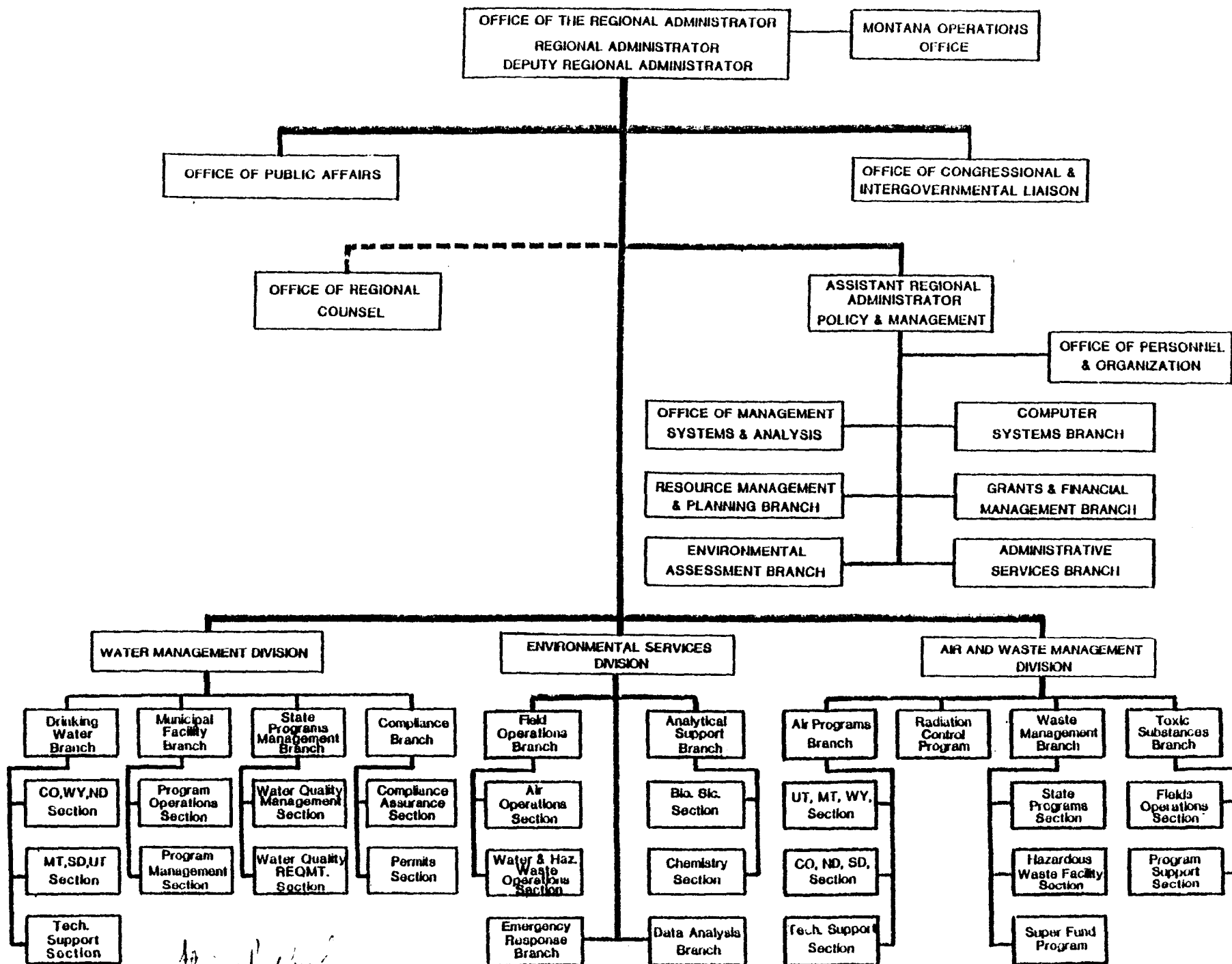
Region VIII Planning and Management Systems

Organization Charts

Each Organizational Unit is described with:

1. Organization Chart
2. List of Employees
3. Functional Statement

REGION 8 ENVIRONMENTAL PROTECTION AGENCY



Regional Administrator
Steven J. Durham

June 1982

REGION VIII RESOURCES

The regional office has a budget of approximately 312 workyears in FY-83 (the current fiscal year). The annual operating budget of the Region for this fiscal year is about twenty-four million dollars (including \$10.6 million in state program grant funds). The attached pie charts show the relative distribution of workyears by major program area for FY-83 and 84 (the next fiscal year, beginning October 1, 1983). Also attached are charts showing the distribution of workyears and dollars by appropriation and media for both fiscal years. The distribution of resources reflects national priorities and resource allocations with only minor modifications to accomodate unique regional needs.

Following are some resource issues in Region VIII:

- FY-83: The funds available in the Region's intramural appropriation (Salary and Expenses Appropriation -- or "S&E") are extremely limited this year. Barring passage of a supplemental appropriation by Congress, the Region has barely enough funds to pay its bills. We have reserved \$80,000 of general support funds in case salary costs (AKA, "personal compensation and benefits" -- or "PC&B") are higher than projected. (The current projected cost for regional PC&B excluding Superfund, is \$9,996,900.) Even if a supplemental is passed, funds will become available so late in the year, it's unlikely that the Region could use the funds.
- FY-84: The Region has received its FY-84 targets both for funds and workyears (i.e., full-time equivalents or "FTE") based on the President's budget. The Region has already submitted it's FY-84 Operating Plan using these targets and a ranked list of "other expenses" (all regional expenses other than PC&B or travel) that will be funded in FY-84. However, it is likely that some additional resources will be appropriated by Congress for the Agency, and Region VIII will receive a portion of these resources. While, under the current targets, it appears that the Region would have to lay off some employees (AKA, "reduction in force" or "RIF"), it is likely that we will be able to do some limited hiring once the additional resources become available. This situation makes short term planning for FY-84 complicated. A final distribution of FY-84 FTE among the Region's Offices and Divisions probably will not be completed until close to the beginning of the new fiscal year. This will cause difficulties regarding staffing decisions since information about staffing levels won't be available as soon as would be desirable.

- FY-85: (The fiscal year beginning October 1, 1984.) The transition in Headquarters, as well as the uncertainty regarding the ultimate size of EPA's FY-84 appropriation, has delayed the Agency's process for compiling a proposed Agency budget for FY-85. Congressional action may make the Agency proposal irrelevant in the long run. (I.e., if Congress raises the appropriated amounts for FY-85 beyond those proposed by the President, as it has so far done for FY-84, then the effort that the Agency makes to develop the FY-85 proposal will have little direct impact on the size of the final appropriation.) Nevertheless, an Agency FY-85 proposal must be submitted to OMB no later than September 15. The whole exercise should be used for the Agency to go on record with a rational proposal for an adequate level of resources, given the change of direction under Mr. Ruckelshaus.

REGION VIII

TOTAL WORKYEARS & DOLLARS
(EXCLUDING CONSTRUCTION GRANTS)

	FINAL FY 1982*	CURRENT FY 1983	CURRENT FY 1984**
TOTAL FTE	332.6	312.2	273.7
SALARY & EXPENSES	317.4	294.3	261.2
SUPERFUND	15.2	17.9	12.5
TOTAL DOLLARS (\$000)	\$24,504.4	\$24,075.7	\$17,914.7
SALARY & EXPENSES	11,518.2	11,434.7	10,655.5
ABATEMENT, CONTROL, & COMPLIANCE	12,333.6	11,414.8	6,606.3***
SUPERFUND	652.6	1,226.2	652.9

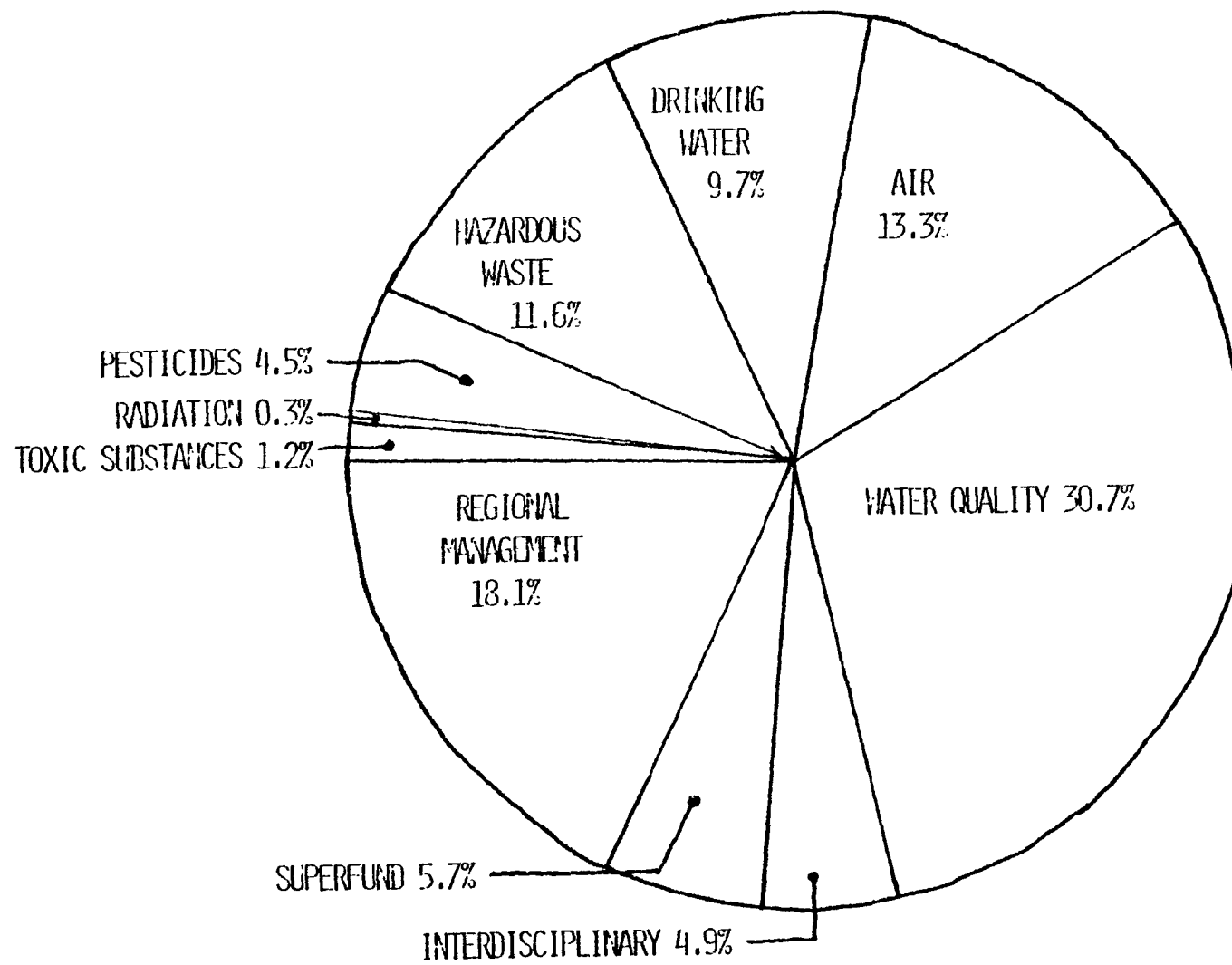
* In FY 1982, the Office of Regional Counsel & Enforcement was ~~still~~ included in Region VIII's allowance. However, for purposes of comparison, the following resources for Regional Counsel have been backed out of the FY 1982 figures:

Total FTE	19.8	Total Dollars (\$000)	\$742.9
S&E	18.3	S&E	680.4
Superfund	1.5	AC&C	0.0
		Superfund	62.5

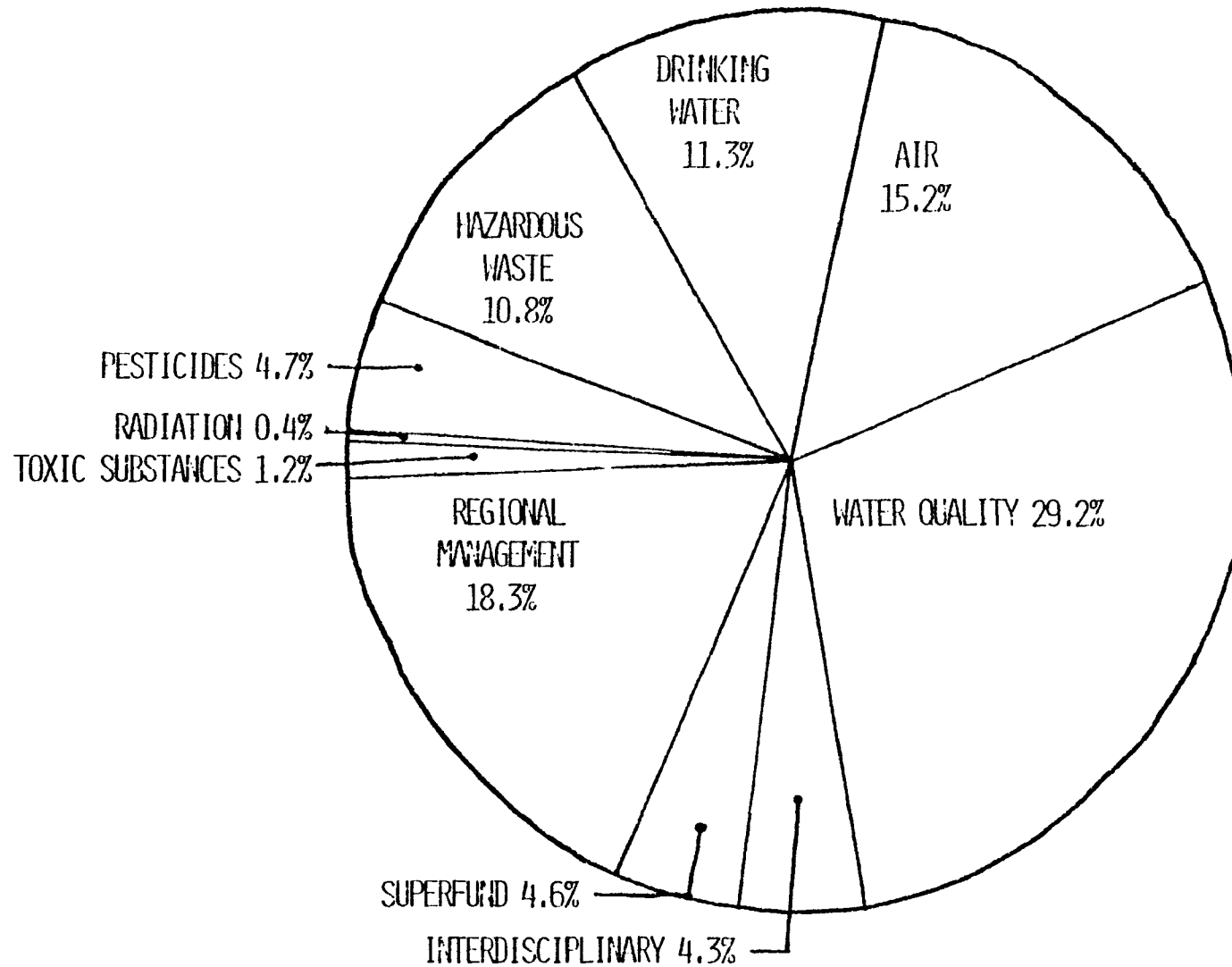
** Current targets are based on the President's Budget and are highly likely to increase based on Congressional action.

*** This amount does not include Hazardous Waste funds which have not yet been distributed by the Headquarters Program Office.

REGION III
FY 1983 FTE DISTRIBUTION BY MEDIA



REGI VIII
FY 1984 FTE DISTRIBUTION BY MEDIA *



* CURRENT TARGETS ARE BASED ON THE PRESIDENT'S BUDGET AND ARE HIGHLY LIKELY TO INCREASE BASED ON CONGRESSIONAL ACTION. TWO PROGRAMS THAT WILL PROBABLY BE INCREASED SIGNIFICANTLY ARE SUPERFUND AND HAZARDOUS WASTE.

RESOURCE DISTRIBUTION BY APPROPRIATION
REGION VIII
FY-83

MEDIA	SALARY & EXPENSES ¹		ABATEMENT, CONTROL, & COMPLIANCE ²		SUPERFUND ³		TOTAL	
	FTE	\$(000)	FTE	\$(000)	FTE	\$(000)	FTE	\$(000)
AIR	41.4	1,569.3		4,350.5			41.4	5,919.8
WATER QUALITY	95.9	3,453.9		2,111.8			95.9	5,565.7
DRINKING WATER	30.2	1,050.3		2,297.4			30.2	3,347.7
HAZARDOUS WASTE	36.3	1,203.4		1,663.5			36.3	2,866.9
PESTICIDES	14.1	480.4		692.4			14.1	1,172.8
RADIATION	1.0	47.6					1.0	47.6
INTERDISCIPLINARY ⁴	15.2	526.1		299.2			15.2	825.3
TOXIC SUBSTANCES	3.7	122.4					3.7	122.4
REGIONAL MANAGEMENT	56.5	2,169.3					56.5	2,169.3
REGIONAL SUPPORT		812.0				37.6		849.6
SUPERFUND					17.9	1,188.6	17.9	1,188.6
TOTAL	294.3	11,434.7		11,414.8	17.9	1,226.2	312.2	24,075.7

1. Includes personal compensation and benefits, travel, and other intramural expenses. These are "one year" funds.

2. Includes program grants, program contracts, and other extramural expenses. These are "two year" funds.

3. Includes personal compensation and benefits, travel, and other expenses (intramural and extramural) to be used exclusively to carry out the Superfund Program (CERCLA). The availability of these funds is not time-limited.

4. In FY 1983, this media includes Accelerated Permitting and Review (Energy) and the EIS function.

RESOURCE DISTRIBUTION BY APPROPRIATION
REGION VIII
FY-84 TARGETS*

MEDIA	SALARY & EXPENSES ¹		ABATEMENT, CONTROL, & COMPLIANCE ²		SUPERFUND ³		TOTAL	
	FTE	\$(000)	FTE	\$(000)	FTE	\$(000)	FTE	\$(000)
AIR	41.7	1,670.3		3,689.0			41.7	5,359.3
WATER QUALITY	79.9	2,974.2		829.3			79.9	3,803.5
DRINKING WATER	30.9	1,116.3		1,562.4			30.9	2,678.7
HAZARDOUS WASTE	29.6	1,117.0		**			29.6	1,117.0
PESTICIDES	12.9	464.0		525.6			12.9	989.6
RADIATION	1.0	54.5					1.0	54.5
INTERDISCIPLINARY ⁴	11.9	428.6					11.9	428.6
TOXIC SUBSTANCES	3.2	128.6					3.2	128.6
REGIONAL MANAGEMENT	50.1	1,806.5					50.1	1,806.5
REGIONAL SUPPORT		895.5				63.3		958.8
SUPERFUND					12.5	589.6	12.5	589.6
TOTAL	261.2	10,655.5		6,606.3	12.5	652.9	273.7	17,914.7

* Current targets are based on President's Budget and are highly likely to increase based on Congressional action.

** The amount originally distributed by the Office of Solid Waste for this program was \$1,496.0k. That office is currently revising the distribution, but a final decision has not yet been reached.

1. Includes personal compensation and benefits, travel, and other intramural expenses. These are "one year" funds.

2. Includes program grants, program contracts, and other extramural expenses. These are "two year" funds.

3. Includes personal compensation and benefits, travel, and other expenses (intramural and extramural) to be used exclusively to carry out the Superfund Program (CERCLA). The availability of these funds is not time-limited.

4. In FY 1984, this media includes the EIS function and Federal Facilities Compliance.

EPA LEGAL AUTHORITIES

Region VIII operates under the legal authority of the major legislative enactments displayed below.

<u>Division</u>	<u>Public Law No.</u>
<u>Air and Waste Management Division</u>	
. The Federal Clean Air Act	PL 95-95
. The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)	PL 94-140
. The Toxic Substances Control Act (TSCA)	PL 94-469
. The Federal Resource Conservation and Recovery Act (RCRA)	PL 94-580
. The Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), commonly known as Superfund	PL 96-510
<u>Water Management Division</u>	
. The Federal Water Pollution Control Act (Clean Water Act)	PL 92-500
-- Construction Grants	
-- National Pollution Disposal Elimination System (NPDES)	
. The Federal Safe Drinking Water Act (SDWA)	PL 93-523
-- Public Water Supply (PWS)	
-- Underground Injection Control (UIC)	
<u>Office of Policy and Management</u>	
. The National Environmental Policy Act (NEPA)	
<u>Laws in which EPA has a Supporting Role</u>	
. Marine Protection, Research and Sanctuaries Act (Ocean Dumping Act) - 1972	
. Endangered Species Act - 1973	
. Atomic Energy Act - 1954	
. Surface Mining Control and Reclamation Act - 1977	
. Occupational Safety and Health Act - 1970	
. Energy Supply and Environmental Coordination Act - 1974	
. Uranium Mill Tailings Radiation Control Act - 1978	

OFFICE OF THE REGIONAL ADMINISTRATOR

<u>Position/Title</u>	<u>Series/Grade</u>	<u>Name</u>
Regional Administrator		John G. Welles
Deputy Reg. Administrator	ES 0340 00-03	Seth C. Hunt
Program Coordinator	AD 0301 00-00	Christina P. Clark
Consultant	EF 345 00-00	Steven J. Durham
Secretary	GS 318 09-04	Beverly E. Goodsell
Env. Protection Specialist	GM0028 13-00	Kenneth H. Lloyd
Special Project Officer	GS1301 14-00	Dean E. Norris
Clerk Typist - Detail	GS0322 04-03	Caroline C. Keegan
Management Analyst	GS0343 13-02	Robert H. Walker

In Essence, AD's and Schedule C's serve at the request of the Administrator and are placed in the immediate office of the Regional Administrator; they include:

Christina Clark	(AD)
Rose Evans	(AD)
Judy Herb	(Sch. C.)

FUNCTIONAL STATEMENT
FOR
REGION VIII- ENVIRONMENTAL PROTECTION AGENCY

Office of the Regional Administrator

The Regional Administrator has primary responsibility to the Administrator for the planning, programming, implementation, control and direction of the technical, legal and administrative aspects of the Region VIII activities of the Environmental Protection Agency. Serves as the Administrator's principal representative in the Region with Federal, State, interstate and local, industry, academic institutions and other public and private groups. Responsible for accomplishing national program objectives in the Region as established by the Administrator, Deputy Administrator, Assistant and Associate Administrators and Heads of Headquarters Staff Offices. Within the administrative and technical framework set up by these officials, develops, proposes, and implements a Regional program for comprehensive and integrated environmental protection activities. Responsible for total resource management in the Region within guidelines provided by Headquarters. Responsible for translating technical program direction and evaluation provided by the various Assistant and Associate Administrators and Heads of Headquarters Staff Offices into effective operating Programs at the regional level and assuring that such programs are executed efficiently.

The Deputy Regional Administrator Assists the Regional Administrator in the discharge of his duties and responsibilities and serves as Acting Regional Administrator in the absence of the Regional Administrator.

This statement accurately describes the function of this Regional Office as it relates to the overall function and policy of the Environmental Protection Agency. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for the VIII Regional Office.


REGIONAL ADMINISTRATOR

4-22-82

DATE

(Form FS-R)

EMPLOYEES IN THE OFFICE OF PUBLIC AFFAIRS

Judith A. Herb Director of the Office of Public Affairs	GS-301-13
Nola Cooke Public Affairs Specialist	GS-1035-11
Jane Russo Public Affairs Specialist	GS-1035-9
Mary Martinek Secretary (Typing)	GS-318-5
Tony Sandoval Clerk-Typist (Currently on detail to Regional Counsel)	GS-322-4
Kristine Wartner Clerk-Typist	GS-322-2
Rose Evans Administrative Assistant to the Director of the Office of Public Affairs	AD-301-11

FUNCTIONAL STATEMENT
OFFICE OF PUBLIC AFFAIRS

This office represents the Regional Administrator and the agency in dealings with the public and news media and performs a wide variety of tasks of an advisory and public information nature.

- o Advises and assists program offices in determining information needs and approaches to reach various publics with special emphasis on news media, regulated and interested public. Director serves as press officer.
- o Serves as principal contact point for public and media inquiries, several thousand of which are written, telephoned or brought into the Office of Public Affairs each year. Works to insure "one voice" consistency with agency policies.
- o Prepares and issues essential communications including but not limited to: news releases, feature articles, radio and television public service announcements, fact sheets and public statements.
- o Serves as regional contact for national public information activities as directed by headquarters public affairs office. Performs "advance" functions connected with visits of agency managers from the regions or headquarters.
- o Coordinates the Superfund Community Relations Plans in Region VIII.

FUNCTIONAL STATEMENT
FOR
Office of Public Affairs

This office represents the Regional Administrator and the Agency in dealings with the public and news media and performs a wide variety of tasks of an advisory and public information nature.

- Advises and assists program offices in determining information needs and approaches to reach various publics with special emphasis on news media, regulated and interested publics. Director serves as press officer.
- Serves as principal contact point for public and media inquiries, several thousand of which are written, telephoned or brought into the OPA office each year. Works to insure "one voice" consistency with Agency policies.
- Prepares/issues essential communications including but not limited to : news releases, feature articles, radio and television public service announcements, fact sheets and public statements.
- Serves as regional component for national public information activities as directed by Headquarters public affairs. Performs "advance" functions connected with visits of top Agency managers from the Region or Headquarters.

We have agreed to the above functional statement as an accurate description of the Objective and duties of the OPA _____ Division. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this division.

Wala Cooke for
Judy Hartz
DIRECTOR

DATE 4-21-82

Jim L. Lachman
REGIONAL ADMINISTRATOR
DATE 4-22-82

(Form FS-D)

EPA REGION VIII
OFFICE OF CONGRESSIONAL &
INTERGOVERNMENTAL LIAISON

I. Functional Statement

Serves as the focal point within the Regional Office for all matters involving congressional and intergovernmental liaison. Represents the Regional Administrator in dealing with governors, congressional staff, elected officials, multi-state bodies, state environmental officials, municipalities and other government related groups such as councils of government. Works with state legislative staffs to coordinate federal and state environmental statutes and programs. Responsible for the development of the State/EPA Agreements (SEA's) with state environmental and EPA staff. Provides periodic summaries to all Regional Office policy officials concerning pertinent federal, state and local legislative initiatives. Serves as contact point for EPA Headquarters for advance notice on grants or reports released that could affect state or local governments. Provides the Regional Administrator broad policy and issue-oriented analyses of intergovernmental problems.

II. Goals

Foster a true federal-state-local partnership at all levels of government to protect public health and provide sound, economically feasible environmental programs.

Work with elected officials, appointed boards, commissions, state and local environmental officials and groups to develop mechanisms to reduce unnecessary federal requirements where feasible.

Facilitate the definition and resolution of environmental issues, concerns and barriers.

Develop an awareness, understanding and appreciation of the social, economic, political and environmental factors surrounding each issue by all parties concerned.

Provide information and assistance to all groups to facilitate the development of environmentally sound policies that address health protection, social impact, political need and economic considerations.

III. Objectives

Delegate environmental programs to state and local levels.

Reduce federal oversight of environmental programs.

Reduce federal regulatory requirements to a minimum for the protection of public health.

Reduce paperwork and duplication of effort at all levels of government.

Assure efficient, effective and economic use of tax dollars, and provide services required in all environmental matters.

Improve working relationships, transfer of information, and provide technical assistance to state and local officials by attendance at conventions, hearings and other meetings.

IV. Staff Members

Charles C. Gomez, Director and Colorado Liaison Officer
Sandra Johnston, Legislative Affairs Specialist
Dean Norris, Special Project Officer (120-day detail)
Ken Lloyd, SEA Manager & Acting Utah Liaison Officer (120-day detail)
Don Rushton, North Dakota Liaison Officer
Duane Traylor, South Dakota Liaison Officer
Richard Lathrop, Wyoming Liaison Officer
Mike Owens, Secretary

V. Staff Duties and Responsibilities

A. State Liaison Officers

Coordinates development and implementation of the respective State/EPA Agreement (SEA).

Assures quarterly review of SEA through SEA status reports.

Assures oversight recommendations from states are addressed by tracking, being implemented or modified on a quarterly basis.

Tracks wide range of issues in assigned State through personal contacts and review and clipping of statewide newspapers.

Maintains "encyclopedia" of State issues, so Regional Office knows background and context of issues.

Tracks legislative developments and reports them to Regional Administrator.

Assures that Agency provides information and assistance to legislators on environmental matters.

Assures Regional Briefing Book is updated regularly and is accurate and concise.

Provides Regional Administrator with briefing information for Regional Administrator's trips and speaking engagements.

Assures congressional inquiries are responded to in an accurate, timely and courteous manner.

Attends industry and business conventions and meetings, or assures attendance when such gatherings deal with environmental matters.

Attends environmental-civic group conventions, meetings and briefings when environmental issues are being discussed.

Represents Regional Administrator at meetings, hearings and conferences of state environmental boards, commissions and advisory groups.

Facilitates resolution of intra-state issues whenever possible.

Facilitates resolution of EPA-state-local issues and problems.

Maintains updated SEA, amending agreement when necessary.

Schedules and arranges for mid-year and quarterly SEA meetings or meetings of Regional Administrator with various groups and officials on environmental matters.

Works with state-EPA program officials at lowest appropriate level to resolve disputes.

Tracks grant process, allocations and utilization of funds to provide Regional Administrator necessary and updated information.

Assures briefing material for Administrator is accurate, concise, timely and consistent with Administrator's policy.

Carries out special projects for the Regional Administrator as assigned.

B. Legislative Affairs Specialist

Compiles information on state legislative measures, make-up, meeting dates and committees relating to environmental issues.

Updates Weekly Issues Calendar for Regional Administrator and division and staff office directors.

Researches and prepares monthly CIL activities report for signature of Regional Administrator and submission to EPA Headquarters.

Prepares briefing information on cities, counties and states that Regional Administrator or Headquarters personnel visit prior to their trips to Utah and Colorado.

Assists in compiling list of environmental legislation needed for state delegation and barriers to introduction and passage of such legislation, particularly in Colorado and Utah.

Assists in developing list of state boards, commissions, advisory groups and their memberships, for regional states.

Assists in developing and updating lists of environmental organizations and groups in regional states.

Assists in developing lists of civic organizations in regional states involved in environmental issues and keeps list of organizations and representatives current.

With assistance from State Liaison Officers for Montana, North Dakota, South Dakota and Wyoming, tracks legislation introduced by the region's six states, including identification of committee meeting dates, times and places, and provides such information to Regional Administrator, State Liaison Officers and division directors on a timely basis.

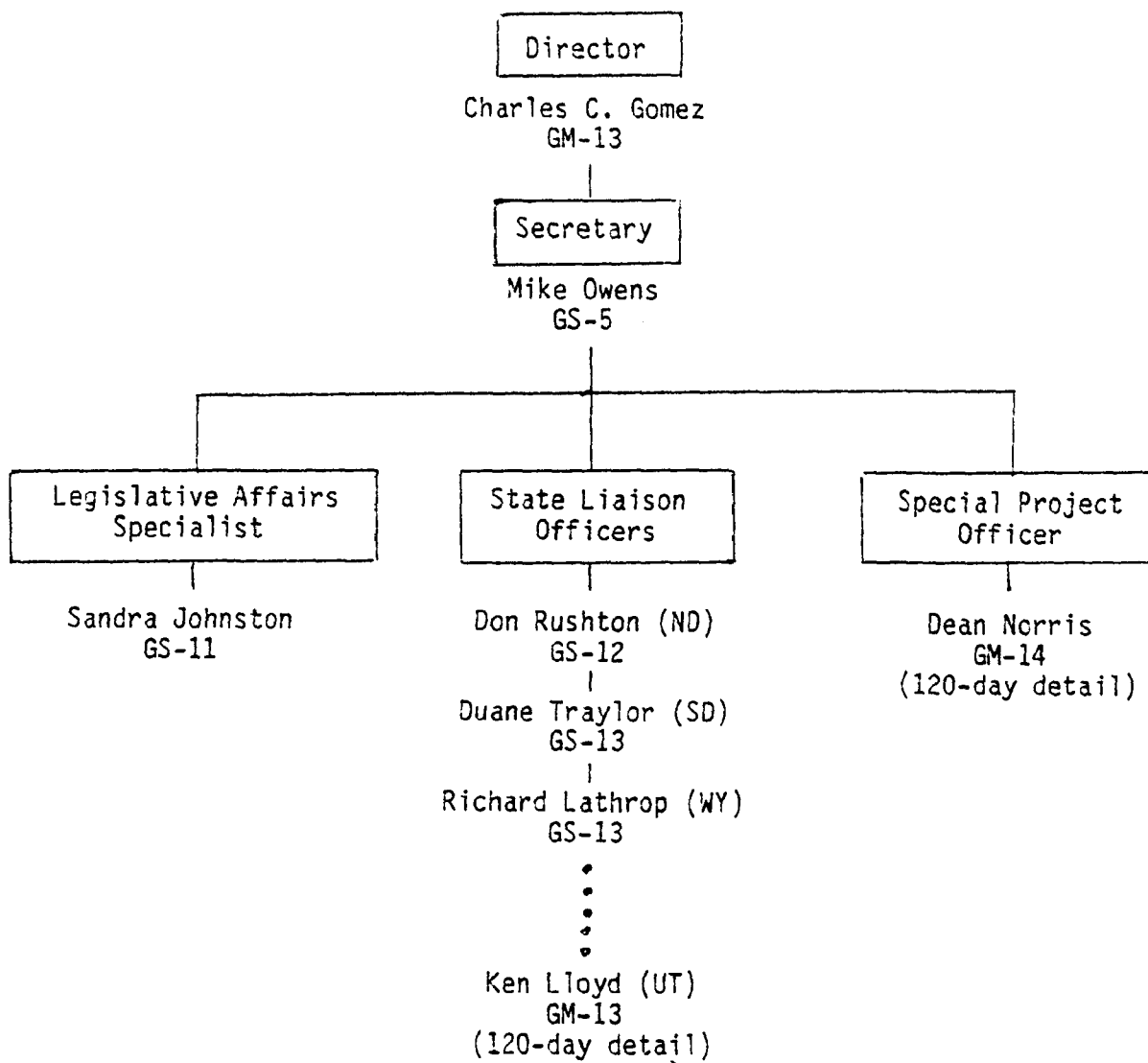
Reviews and clips environment-related articles from the Utah newspapers for distribution to Regional Office staff.

Prepares correspondence and special projects as assigned by supervisor.

Assists in tracking controlled congressional correspondence to the Regional Office.

Serves as contact point for inquiries on environmental legislative issues from the public, from EPA Headquarters, and from inside the Regional Office.

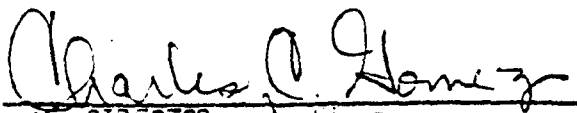
ORGANIZATION CHART
EPA REGION VIII
OFFICE OF CONGRESSIONAL AND
INTERGOVERNMENTAL LIAISON

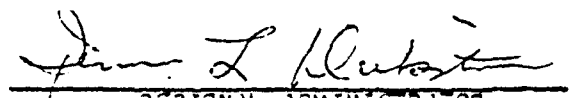


FUNCTIONAL STATEMENT
FOR
OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL LIAISON (STAFF OFFICE)

Serves as a focal point within the Region for all matters involving Congressional or intergovernmental liaison. Represents the Regional Administrator in dealings with governors, Congressional staff, and elected officials, multi-state bodies, state environmental officials, municipalities, and other government-related groups such as the Denver Regional Council of Governments. Works with State legislative staffs to coordinate Federal and State environmental statutes and programs. Provides periodic summaries to all Regional policy officials concerning pertinent Federal, State, and local legislative initiatives and regulatory developments. Represents the Region on Federal Regional Council and coordinates EPA programs with those of other Federal and State agencies. Serves as contact point for Headquarters for advance notice of information or report releases that could adversely affect State or local governments. Provides the Regional Administrator broad policy and issue-oriented analyses of intergovernmental problems.

We have agreed to the above functional statement as an accurate description of the objective and duties of this office. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this office.


DIRECTOR *Hettinger*
DATE 21 April 1982


REGIONAL ADMINISTRATOR
DATE 4-22-82

(Form FS-50)

Office of Regional Counsel

6/30/83

Regional Counsel, ES-905-03	Nolan, Richard J.
Supervisory General Attorney, GS-905-14	Speicher, Thomas A.
Supervisory General Attorney, GS-905-14	Phillips, Christine M.
Acting Supervisory General Attorney, GS-905-13	Metcalf, Sharon S.
General Attorney, GS-905-13	Shaver, Christine L.
General Attorney, GS-905-13	Smith, Alfred C.
General Attorney, GS-905-12	Callaway, Rex
General Attorney, GS-905-12	Cherry, Stephen B.
General Attorney, GS-905-12	Connally, Kent B.
General Attorney, GS-905-12	Edelman, Laurence H.
* General Attorney, GS-905-12	Lepley, John J.
General Attorney, GS-905-12	Pickerell, Loretta F.
General Attorney, GS-905-11	Janik, David J.
General Attorney, GS-905-11	Manganiello, Susan E.
General Attorney, GS-905-11	Schachterle, David L.
Paralegal Specialist, GS-950-09	Dykstra, Margie
Legal Technician, GS-986-07	Mitchell, Julia N.
Clerk-Typist, GS-322-04	Niebauer, Barbara M.

* will return to ORC from detail on 7/25/83

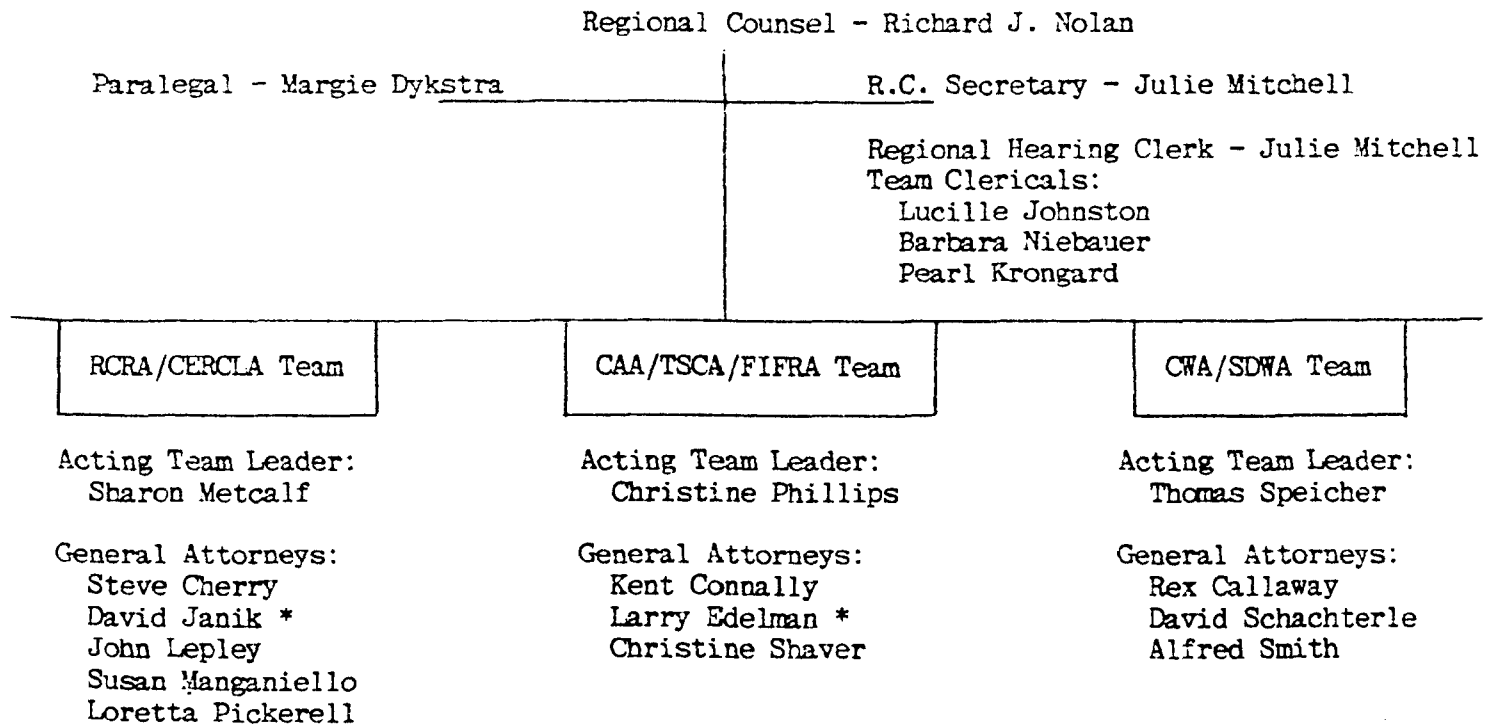
Detailed from Region:

Secretary (Stenography), GS-318-05	Johnston, Lucille J.
Clerk-Typist, GS-322-04	Sandoval, Tony

REGION VIII REGIONAL COUNSEL

INTERIM ORGANIZATION

Effective o/a March 1, 1983



1. During the interim period, all members of Regional Counsel Staff will be detailed to position descriptions reflected by the above organizational chart.
2. The above interim organization will terminate upon the approval of the new organizational plan which will soon be submitted to the AA/OLEC.
3. All the above attorneys will have an attorney-client relationship with the Regional Administrator and Deputy Regional Administrator (and with the senior program managers designated by the RA or DRA) on all matters of Region VIII EPA business.
4. All non-attorneys personnel above described shall maintain a confidential relationship with Regional Counsel Attorneys, the Regional Administrator and Deputy Regional Administrator (and their senior management designees) on all matters of Region VIII EPA business.

Changes noted 6/9/83:

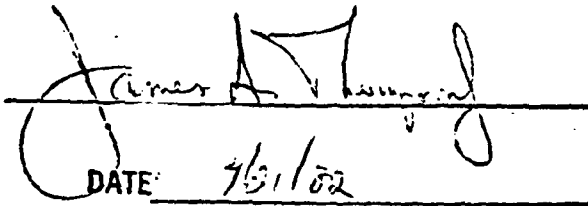
5. As of May 15, 1983, Tony Sandoval was detailed to the Office of Regional Counsel as a clerk-typist.
6. As of June 1, 1983, David Janik was assigned to the RCRA/CERCLA team and Larry Edelman was assigned to the CAA/TSCA/FIFRA team.

FUNCTIONAL STATEMENT
FOR
Office of Regional Counsel (STAFF OFFICE)

The office, which is a part of the Office of Legal and Enforcement Counsel provides day to day legal assistance to the entire management and staff of the Region VIII office. Legal assistance encompasses a broad spectrum of activities, including: providing interpretation of statutes and regulations/guidance; advising on delegations of activities to states; conducting a wide range of enforcement activities; and advising regional management on personnel and management actions.

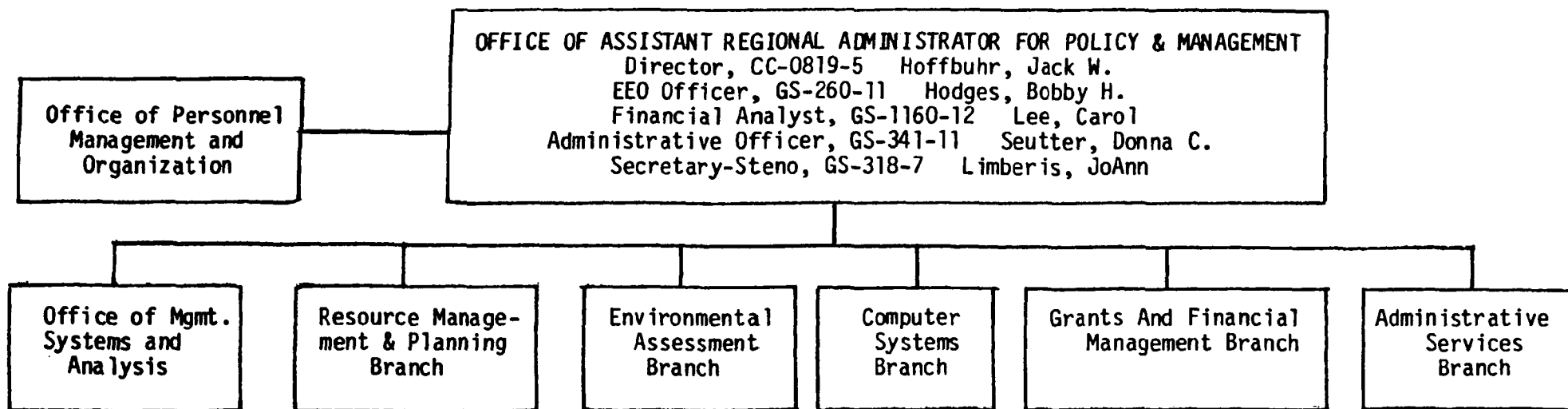
The function of each staff attorney assigned as counsel to a media program is to provide legal assistance and counsel on all aspects of the program's responsibilities. This might include legal review of a state's grant application/request for primary enforcement responsibility of a delegable federal program; preparation of a civil enforcement case referral; conducting settlement negotiations and public hearings; interpreting Agency regulations; responding to legal issues raised through the program by counsel for private regulated entities and state/local governments; and assistance to Assistant U.S. Attorneys/DOJ counsel in filed proceedings.

We have agreed to the above functional statement as an accurate description of the objective and duties of this office. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal-point-of the workload/workflow analysis for this office.


DATE 4/5/82

OFFICE OF ASSISTANT REGIONAL ADMINISTRATOR

FOR POLICY AND MANAGEMENT



OFFICE OF ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Director, CC-0919-5	Hoffbuhr, Jack W.
EEO Officer, GS-260-11	Hodges, Bobby H.
Financial Analyst, GS-1160-12	Lee, Carol
Administrative Officer, GS-341-11	Seutter, Donna C.
Secretary-Steno, GS-318-7	Limberis, JoAnn

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Computer Systems Branch

Chief, GS-334-13	Worster, Carl E.
Computer Programs Analyst, GS-334-12	Hunt, Gerald H.
Computer Programs Analyst, GS-334-11	Foushee, Larry V.
Computer Programmer, GS-334-9	Navarro, Paul A.
Computer, CC-0819-5	Allison, George C.
Clerk-Typist, GW-322-2	Rivera, Gloria

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Office of Management Systems and Analysis

Director, GS-345-15	Simmons, Robert A.
Program Analyst, GS-345-14	Ferraro, Paul (Detailed out Wtr-IPA CO)
Economist, GS-110-13	Anderson, Terry (Detailed out Water Div)
Management Analyst, GS-343-13	Walker, Robert H. (Spec. Assist. to RA's Office)
Program Analyst, GS-345-13	Nicodemus, Martha (Detailed out EIS Branch)
Economist, GS-110-12	Hammer, Noel (Detailed out EIS Branch)
Secretary, GS-318-6	Holloway, Sherron
Clerk-Typist, GS-322-4	Keegan, Carol (Detailed out RA's office)
Program Analyst, GS-345-11	Harkin, Susan
Program Analyst, GS-345-12	Svoboda, Larry
Management Analyst, GS-343-11	Riederer, Paul

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Environmental Assessment Branch

Chief, GM-1301-14	Chenault, Elmer M. (Detail In)
Environmental Analyst, GS-038-13	Nicodemus, Martha M. (Detail In)
Environmental Analyst, GS-028-12	Hammer, Noel L. (Detail In)
Environmental Protection Spec., GS-028-12	Forget, Cecelia (Detail In)
Environmental Protection Spec., GS-028-12	Sohocki, Dennis D.
Secretary, GS-318-5	Maxwell, Deborah E.

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Grants and Financial Management Branch

Chief, GS-301-13	Vigil, Alfred R.
Grants Specialist, GS-301-12	Marquez, Samuel J.
Financial Analyst, GS-1160-12	Anderson, Earl K.
Grants Specialist, GS-301-9	Wilson, Vickie D.
Grants Specialist, GS-301-9	Brame, Joyce K.
Accounting Technician, GS-525-7	Schaub, Wilma J.
Clerk, GS-303-3	Cowan, Marian L.
Secretary, GS-318-5	Woodling, Diane C.
Grants Management, GS-301-9	Irby, George
Accounting Technician, GS-525-6	Mohr, Jack
Financial Mgmt. Assistant, GS-501-7	Finnegan, Gaye M.
Accounting Tech. (Typing) GS-525-5	Diggins, Levon M.
Accounting Technician, GS-525-6	Walker, Martha A.

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Resource Management and Planning Branch

Chief, GS-505-13	Vacant
Program Analyst, GS-345-12	Tuber, Stephen S.
Program Analyst, GS-345-11	Teague, Deborah A.
Secretary, GS-318-5	Padilla, Diana L.

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Administrative Services Branch

Chief, GS-342-12	Lepley, John J. (Detail in)
Contract Specialist, GS-1102-12	Linn, Ellis E.
Safety Technician, GS-019-6	Germain, Robert L.
Librarian, GS-1410-11	Eddy, Dolores D.
Management Assistant, GS-344-6	Vacant
Purchasing Agency, GS-1105-7	Broach, Alfred H.
Supply Technician, GS-2005-6	Ayala, Christopher M.
Secretary, GS-318-5	Woods, Bettie R.
Support Services Clerk, GS-303-3	Jones, Stephen
Support Services Clerk, GS-303-3	Harrell, James
Support Services Clerk, ^{SW} GS-303-3	Veals, Jeffrey
Support Services Clerk, ^{GW} GS-303-3	Kelly, Irving

ASSISTANT REGIONAL ADMINISTRATOR
FOR
POLICY AND MANAGEMENT

Office of Personnel and Organization

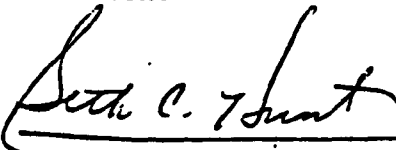
Chief, GM-201-13	Jones, John T.
Labor Relations Spec., GS-233-12	Vacant
Personnel Mgmt. Spec., GS-201-11	Young, Evelyn B.
Personnel Mgmt. Spec., GS-201-11	Slavinski, Debra L.
Personnel Mgmt Spec. GS-201-11	Lacombe, Janet L.
Personnel Staffing Spec., GS-160-9	Rogers, Mary C.
Personnel Clerk, GS-203-7	Wheat, Penny C.
Personnel Clerk, GS-203-6	Chapman, Catherine L.
Secretary, GS-318-5	Moore, Margaret E.
Clerk-Typist, GS-322-4	Davis, Ramona D.
Management Analyst, GS-343-12	Schroeder, Barabar J. (Detail in)

FUNCTIONAL STATEMENT
FOR
ASSISTANT REGIONAL ADMINISTRATOR FOR POLICY AND MANAGEMENT

Responsible for providing policy coordination and analytical support across Regional programs; insuring that the Region's management, organization and decision-making processes function efficiently include the analysis and evaluation of issues requiring policy or management decisions by the Regional Administrator; conducting program reviews and analyses to determine project or program costs, status of expenditures against budget allocations, need for reprogramming and necessity to modify or terminate certain activities or projects in the interest of efficient and effective management of Regional resources and accomplishment of environmental objectives. Coordinates strategy for cross-divisional programs. Directs the functions of the office including policy and program integration, planning and evaluation, economic analyses, environmental assessment, grants administration, resource management and planning, computer/data systems, financial management, personnel and organization, internal EEO, and administrative/support services.

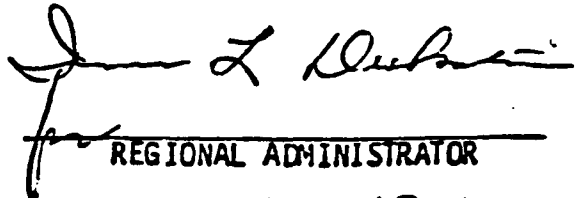
The ARA is the Regional Director of Civil Rights. The Office has responsibility in administering the discrimination complaint processing, the internal EEO program and the community liaison efforts.

We have agreed to the above functional statement as an accurate description of the Objective and duties of the ARA for Policy and Management. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this division.



DATE

4-22-82



REGIONAL ADMINISTRATOR

DATE

4-22-82

(Form FS-D)

FUNCTIONAL STATEMENT
FOR
OFFICE OF MANAGEMENT SYSTEMS & ANALYSIS
OFFICE OF ASSISTANT REGIONAL ADMINISTRATOR FOR POLICY AND MANAGEMENT

The Office is responsible for analysis, evaluation, and strategy development providing the RA/DRA/ARA and other senior staff with analyzed alternatives and recommendations for their decision making. The analyses performed are of regional, multi-regional, or national scope and can propose changes in the Agency's current: authorities, policy, programs, and personnel management.

Ongoing responsibilities include management systems, regulatory analysis and reform, energy policy and energy-related analysis, energy contracts coordination/oversite, and maintaining the Futures Repository for the region.

The primary focus is to satisfy the analytical needs of Region VIII, but projects can be of multi-regional and national significance. The Office serves as the region's working level connection with the policy, program, economic and regulatory analysts in the EPA Headquarters-Office of Policy and Resource Management.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Seth C. Hunt
ARA FOR POLICY AND MANAGEMENT

DATE 4-22-82

Seth C. Hunt for BS
DIRECTOR

DATE 4-22-82

(Form FS-B)

FUNCTIONAL STATEMENT

FOR

Personnel and Organization
Policy and Management

BRANCH
DIVISION

Responsible for the development, implementation and evaluation of a comprehensive personnel management program for the Region including: recruitment, staffing and placement, position management and classification, internal equal employment opportunity (except for discrimination complaints processing), employee development and training, employee and labor relations and processing and records. Reviews all proposed organizational changes from a personnel and position management perspective. Conducts position management and classification studies to improve staff utilization and work assignment.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Seth O. Hunt

ARA for POLICY AND MANAGEMENT

DATE 4-22-82

John J. [Signature]

BRANCH CHIEF

DATE 4/21/82

(Form FS-B)

FUNCTIONAL STATEMENT
FOR
RESOURCE MANAGEMENT AND PLANNING BRANCH
OFFICE OF ASSISTANT REGIONAL ADMINISTRATOR FOR POLICY AND MANAGEMENT

Responsible for implementing the Agency program and resource planning, budgeting and accountability systems in the Region. Leads and coordinates regional participation in agency guidance, budget formulation, resource allocation, operating planning, budget execution and accountability reporting. Formulates and coordinates the Region's program and resource operating plan. Tracks, analyzes, and evaluates program progress and resource expenditures against the plan and makes recommendations to management on the results. Provides data, analysis, and recommendations on program and resource requirements to management in support of regional participation in agency processes and for internal regional resource decisions. Conducts special resource analysis such as pricing of program activities, productivity/cost effectiveness/benefit relationship, resource trends, national and EPA budget and program projections.

Responsible for developing and/or implementing national EPA and regional planning and budgeting process initiatives. Administers the regional management system for resource position and average grade control. Reviews all proposed organizational changes to ensure that resource requirements will be met.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.



ARA FOR POLICY AND MANAGEMENT

DATE 4-22-82



BRANCH CHIEF

DATE 4-21-82

(Form FS-B)

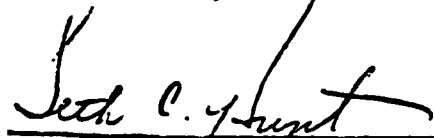
FUNCTIONAL STATEMENT
FOR
ENVIRONMENTAL ASSESSMENT BRANCH
OFFICE OF ASSISTANT REGIONAL ADMINISTRATOR FOR POLICY AND MANAGEMENT

Takes the lead role in and is responsible for the implementation and coordination of Region VIII activities under the National Environmental Policy Act (NEPA). The Branch performs the following functions:

CONDUCTS ENVIRONMENTAL REVIEW OF FEDERAL AGENCY ACTIONS:

- Assists private firms and government agencies in identifying and evaluating significant and environmental issues associated with proposed projects or actions through the EIS "scoping process."
- Represents EPA on interagency/intergovernmental committees for coordinating EIS and environmental permitting activities, including writing and managing contracts for environmental technical assistance.
- Reviews and prepares comment letter on draft and final copies of Environmental Impact Statements from other Federal agencies and refers them to proper regional program officials for research and review. Prepares referrals to the Council on Environmental Quality for environmentally unsatisfactory project.
- Negotiates (in cooperation with other regional units) project modifications, mitigating measures and environmentally preferred alternatives with other Federal agencies.
- Receives, reviews, and comments on Environmental Impact Statement from State, local or private entities, depending on environmental significance of the action.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.



ARA FOR POLICY AND MANAGEMENT

DATE 4-12-82



BRANCH CHIEF

DATE 4-21-82

(Form FS-B)

- Prepares regional response to Federal regulations and policies affecting EPA areas of expertise and jurisdiction.
- Conducts investigations of Federal actions under Section 309 of the Clean Air Act to identify and analyze environmental issues, alternatives, and mitigation.
- Audits EIS Projects to determine compliance with environmental stipulations.
- Responds to citizen inquiries regarding the NEPA and EIS process.

FUNCTIONAL STATEMENT
FOR

Computer Systems
Policy and Management

BRANCH
DIVISION

- Manage operation of minicomputer and word processors
- Maintain the computer operating system and communications software (program)
- Manage all data processing budgets
- Purchase and maintain all DP and WP equipment
- Analyze, design, install and maintain all non-analytic computer systems.
- all Administrative Systems
- All Program-division systems other than S & A
- (Provide only limited assistance to A and H Air Branch)
- Provide technical assistance to regional users
- Provide technical assistance to state users
- Provide DP and WP training

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Scott C. Yount
ARA for POLICY AND MANAGEMENT

DATE 4-22-82

Carl E. Koster Jr.
BRANCH CHIEF

DATE 4/19/82

(Form FS-B)

4/20/82

FUNCTIONAL STATEMENT
FOR
GRANTS AND FINANCIAL MANAGEMENT BRANCH
OFFICE OF POLICY AND MANAGEMENT

The Branch is responsible for financial management of all Region VIII funds and for administrative management of all grant and cooperative agreement programs delegated to the Region. These functions are carried out by two work groups and a cost analyst.

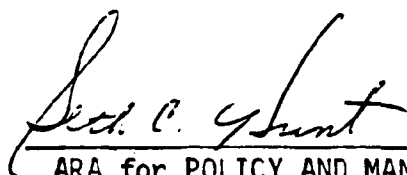
The analyst is responsible for fiscal integrity of grants and cooperative agreements by making cost analysis of subagreements under grants and cooperative agreements, resolution of grant audit reports and review of recipient accounting systems.

The financial management work group operates the financial management functions of the Region consisting of an accounting system which permits tracking of performance at the project (account) level by type of transaction. Responsible for accounting systems, input and subsequent production of reports reflecting the status of funds and tracking controlled travel expenses. Maintains allotment and general ledger accounts with related subsidiary records as required by the Agency, Treasury Department, Office of Management and Budget, and the General Accounting Office. This includes, but is not limited to, maintenance of accounting records for responsibility centers and travel. It also includes responsibility for audit and processing of travel vouchers and maintaining the teleticketing system and records. Responsible for payroll and timekeeping activities, the grants payment function, and quarterly audit of imprest funds.

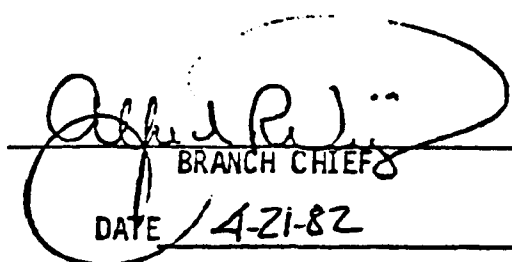
Primary responsibility of the grants administration work group includes administrative and technical processing of Federal grants. Reviews draft headquarters administrative grants policy, participates in the development of Regional position on appropriate grants policy, of regional policies and procedures concerning delegations of grant authority, of regional positions on disputes, appeals, suspensions and terminations related to grants in cooperation with program personnel and Regional Counsel. Interprets administrative grants policy and procedures for grantees, and serves as principal source of information and advice to the Region and the States on general grant matters. Coordinates and resolves questions concerning grant conditions; monitors requests for grant deviations; coordinates deviation requests and secures approval. Assists grant applicants and recipients by explaining EPA requirements and providing guidance on grants administration, property management and disposition, procurement procedures, and establishment of property and accountability records and systems; providing advice on matching shares, property interest, recordkeeping, cost analysis techniques, special grant conditions, allowable costs, etc. Contract specifications on construction grants are reviewed for compliance with federal procurement requirements. Maintains official grant files for all regional grants except construction. Processes grants by: receiving all grant applications; coordinating programmatic review; preparing or reviewing award and other documents; assuring inclusion in grant agreements of appropriate

administrative conditions; coordinating programmatic review and approval of amendments; and reviewing invention statements. Makes administrative review of applications to assure legal requirements are complete, involving Counsel only on an exception basis. Requests missing information from grantee. Prepares and coordinates awards of all grants with other offices. Makes Congressional notifications and if appropriate; notification of awards to GAD. Performs grant closeouts, terminations, and (except for construction grants) records retirement. Coordinates involvement of all appropriate participants in the EPA grant activity including Audit, Regional Counsel, Financial Management, and program offices. Performs fiscal management responsibilities, particularly audit review activities, establishes a single point of responsibility for the integrity of grants in regional offices; activities include monitoring and control of all allocated grant funds (with program office and financial management). Performs grant audit request, review, and audit resolutions. Processes and tracks grant payments. Reviews "Financial Status Report" or "Outlay Report and Request for Reimbursement" resolving discrepancies with recipient. Obtains or codes regional grants data for entry into the Grants Information and Control System (GICS): uses GICS data for administrative control of regional grants and tracking grant status.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.



ARA for POLICY AND MANAGEMENT
DATE 4-22-82



BRANCH CHIEF
DATE 4-21-82

FUNCTIONAL STATEMENT
FOR
ADMINISTRATIVE SERVICES BRANCH
OFFICE OF ASSISTANT REGIONAL ADMINISTRATOR FOR POLICY AND MANAGEMENT

The Administrative Services Branch is the principal advisor in administrative management to the Assistant Regional Administrator for Policy and Management. As such, it is responsible for developing plans and implementing Region VIII's administrative program in the most efficient and economical manner. The Branch provides key services, such as management of the regional support budget, contracts and procurement, facilities management and services, occupational health and safety, office supply and mail services, vehicles, duplicating services, as well as library support. The Environmental Services Division laboratory at Denver Federal Center, Montana Office at Helena, Montana, Pesticide Inspectors at Grand Junction and Fort Collins, as well as the Regional office itself require all or a part of the services offered by the Administrative Services Branch.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Scott C. Gunt
ARA FOR POLICY AND MANAGEMENT

DATE 4-22-82

John H. Sanchez
BRANCH CHIEF

DATE 4-21-82

(Form FS-B)

Air and Waste Management Division

Office of the Director

Resource and Organization Plan

as of June 30, 1983

Appt.	Organ. Code	Position Number	Grade	Title	Name	Program Element	Account
PFT	8AW	82156	AD-1301-06	Director	Duprey, R.	A20A2D	A2008L000
PFT	8AW	85034	GS-1301-15	Deputy Director	Lehr, J.	A20A2D	A2008L000
PFT	8AW	87085	AD- 819-06	Env. Engineer	Gazda, L.	A80D2D	A8008L000
PFT	8AW	80058	GS- 345-12	Program Analyst	Taunton, W.	AFHA3A	AFH08L000
PFT	8AW	81081	GS- 028-12	Env. Prot. Spec.	Stevens, C.	A20A2D	A2008L000
PFT	8AW	85117	GS- 318- 7	Secretary (Steno)	Reisbeck, P.	A20A2D	A2008L000
CF (SIS)	8AW	80094	GW- 322- 2	Clerk-Typist	Marshall, R.	A20A2D	A2008L000
Term	8AW		EF- 345-00	Consultant	Hackworth, T.	A8DH2B	A8D08L000

Air Programs BranchResource and Organization Plan
as of June 30, 1983

Appt.	Organ. Code	Position Number	Grade	Title	Name	Program Element	Account
Branch Chief's Office							
PFT	8AW-AP	85030	GS- 819-14	Branch Chief	DeSpain R.	A20A2D	A2008L000
PFT	8AW-AP	82037	GS-1301-13	Asst. Branch Chief	Philbrook, J.	A20A2D	A2008L000
PFT Detail	8AW-AP		GS- 028-12	Env. Prot. Spec.	Baulch, D.	AFHA3A	AFH08L000
PFT	8AW-AP	84134	GS- 028- 9	Env. Prot. Spec.	LaVerdure, J.	A20A2D	A2008L000
PFT	8AW-AP	86148	GS- 318- 6	Secretary (Typing)	Tresco, C.	A20A2D	A2008L000
8AW-AP - Colorado, North Dakota and South Dakota Section							
PFT	8AW-AP	82041	GS- 819-13	Section Chief	Osag, T.	AFHA3A	AFH08L000
PFT	8AW-AP	87101	AD-1301-05	Physical Scientist	Wells, D.	A20A2D	A2008L000
PFT	8AW-AP	80086	GS- 819-12	Env. Engineer	Frey, S.	AFHA3A	AFH08L000
PFT	8AW-AP	85029	GS- 819-12	Env. Engineer	O'Boyle	AFHA3A	AFH08L000
PFT	8AW-AP	82044	GS- 819-11	Env. Engineer	Bernardo, B.	A20A2D	A2008L000
PFT	8AW-AP	82028	GS- 819- 9	Env. Engineer	* (Nguyen, L.)	AFHA3A	AFH08L000
CF (SIS)	8AW-AP	82093	GM- 322- 4	Clerk-Typist	Fox	AFHA3A	AFH08L000
8AW-AP - Utah, Montana & Wyoming Section							
PFT	8AW-AP	87087	AD- 819-05	Section Chief	* (Kircher, D.)	A20A2D	A2008L000
PFT	8AW-AP	87093	AD- 819-05	Engr. Officer	Rachal, E. A.	A20A2D	A2008L000
PFT	8AW-AP	87010	AD- 819-05	Engr. Officer	Gedgaudas, M.	A20A2D	A2008L000
PFT	8AW-AP	81098	GS- 819-12	Env. Engineer	* (Levene, B.)	A20A2D	A2008L000
PFT	8AW-AP	81097	GS- 819-12	Env. Engineer	Longenberger, F.	A20A2D	A2008L000
PFT	8AW-AP	81096	GS-1340-12	Meteorologist	Notar, J.	A20A2D	A2008L000
PFT	8AW-AP	81095	GS- 322- 4	Clerk-Typist	Long		
8AW-AP - Technical Support Section							
PFT	8AW-AP	81090	GS-1301-14	Supv. Env. Sci.	Huey, N.	A20A2D	A2008L000
CF-YAG	8AW-AP		GS-1340-13	Regional Meteorologist	Fisher, R.	A8DH2B	A8D08L000
PFT	8AW-AP	85165	GS-1301-13	Physical Scientist	Joseph, D.	A20A2D	A2008L000
PFT	8AW-AP	81089	GS- 819-12	Env. Engineer	Dale, J.	A20A2D	A2008L000
PFT	8AW-AP	82060	GS- 819-12	Env. Engineer	* (Mears, C.)	AFHA3A	AFH08L000
PFT	8AW-AP	83168	GS- 312- 4	Clerk-Steno	Knudsen, R.	A20A2D	A2008L000

* Temporarily Detailed/Reassigned to Waste Management Branch; Reorganization in Progress.

Air and Waste Management Division

Radiation Control Program

Resource and Organization Plan
as of June 30, 1983

Appt.	Organ. Code	Position Number	Grade	Title	Name	Program Element	Account
PFT	8AW-RP		AD- 819-04	Program Manager	Gledt, J.	A1DF20	A1D08L000
PFT	8AW-RP		AD- 819-03	Env. Rad. Spec.	Wagner, P.	A1DF2D	A1D08L000
PFT	8AW-RP		AD- 819-05	Health Physicist	Nyberg, P.	A8DH2B	A8D08L000
CF (SIS)	8AW-RP	82065	GW-1301- 4	Physical Scientist	Gee, E.	A1DF2D	A1D08L000
PFT	8AW-RP	82003	GS- 322- 4	Clerk-Typist	McKinstry, J.	AFHH3A	AFH08L000

Air and Waste Management Division

Toxic Substances BranchResource and Organization Plan
as of June 30, 1983

Appt.	Organ. Code	Position Number	Grade	Title	Name	Program Element	Account
<u>Branch Chief's Office</u>							
PFT	8AW-TS	88124	GM- 028-14	Branch Chief	Geise, J. W.	AFKE3A	AFK08L000
PFT	8AW-TS	84126	GS- 318- 5	Secretary (Steno)	Bliss, J.	AFKE3A	AFK08L000
CF (SIS)	8AW-TS	82064	GM- 322- 2	Clerk-Typist	Ortega	AFKE3A	AFK08L000
<u>8AW-TS - Field Operations Section</u>							
PFT	8AW-TS	87084	AD- 819-05	Section Chief	Harding, R.	AFKE3A	AFK08L000
PFT	8AW-TS	86096	GS-1301-12	Physical Scientist	Bench, D.	AFKE3A	AFK08L000
PFT/GRJD	8AW-TS	88023	GS- 696-12	Cons. Safty. Off.	Bonzek, H.	AFKE3A	AFK08L000
PFT	8AW-TS	80074	GS- 696-11	Cons. Safty. Off.	Glebe, R.	AFKE3A	AFK08L000
PFT	8AW-TS	86103	GS- 696-11	Cons. Safty. Off.	Hanneman, P.	AFKE3A	AFK08L000
PFT	8AW-TS	82097	GS-1801- 5	Compliance Inspector	Vacant		
PFT	8AW-TS	82001	GS- 322- 4	Clerk Typist	Duffner, B.	ABDH2B	ABD08L000
CF (SIS)	8AW-TS	82092	GM- 322- 3	Clerk Typist	Bonfiglio, S.	AFKE3A	AFK08L000
IPA	8AW-TS			Enf. Inspector	Bergin, M.	AFKE3A	AFK08L000
IPA	8AW-TS			Enf. Inspector	Dorrance, B.	AFKE3A	AFK08L000
<u>8AW-TS - Program Support Section</u>							
PFT	8AW-TS	87094	AD- 819-05	Section Chief	Gillam	AFL3A	AFL08L000
PFT	8AW-TS	81646	GS-1301-12	Physical Scientist	Farrow, S.	AFKE3A	AFK08L000
PFT	8AW-TS	89075	GS 405-12/13	Toxicologist	Vacant		
PFT	8AW-TS	85131	GS- 401-12	Life Scientist	Combs, D.	AFKE3A	AFK08L000
PFT	8AW-TS	87053	GS- 401-12	Life Scientist	Miller, D.	AFKE3A	AFK08L000
PFT	8AW-TS	85013	GS- 401-12	Life Scientist	Stearns, E.	AFKE3A	AFK08L000
PPT	8AW-TS	82006	GS- 028-11	Env. Protection Spec.	Groh, D.	AFL3A	AFL08L000
PPT	8AW-TS	82017	GS- 305- 3	Clerk	Murray, W.	A20A2D	A2008L000
CF	8AW-TS			Env. Asst. Sen. Ctz.	Johanningmeter, C.		

FUNCTIONAL STATEMENT
FOR
AIR & WASTE MANAGEMENT DIVISION

The Air & Waste Management Division consists of three Branches and one Program administering the provisions of five environmental laws as well as pertinent Radiation activities: (1) Clean Air Act, as amended (PL 95-396); (2) Federal Insecticide, Fungicide, and Rodenticide Act, as amended (PL 92-516); (3) Toxic Substances Control Act, (PL 94-469); (4) Solid Waste Disposal Act of 1965 as amended by the Resource Conservation and Recovery Act (PL 94-580); and the Comprehensive Environmental Response Compensation and Liability Act (PL 96-510).

Under the direction of the Division Director and within policies and procedures established by the Regional Administrator and EPA-Headquarters, the Air and Waste Management Division establishes programs and provides operational management and direction of these programs within Region VIII. The Division recommends goals, objectives, and priorities for Regional programs and is responsible for the development, coordination, implementation, and evaluation of these programs. The Division aids the states in developing comparable programs, administers grants, and provides assistance to industry, and state and local agencies. The Air and Waste Management Division also reviews applications for Prevention of Significant Deterioration (PSD), New Source Review (NSR) and RCRA permits and prepares and issues such permits. It provides toxicological and epidemiological technical expertise to the Region. The Division has major responsibility for the preparation and issuance of notices of violation, letters of warning, civil and

We have agreed to the above functional statement as an accurate description of the Objective and duties of the _____ Division. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this division.


DIVISION DIRECTOR

DATE 4/4/82


REGIONAL ADMINISTRATOR

DATE 4-22-82

(Form FS-D)

Waste Management Branch

Resource and Organization Plan
as of June 30, 1983

Appt.	Orgn. Code	Position Number	Grade	Title	Name	Program Element	Account
Branch Chief's Office							
PFT	BAW-WM	88124	AD- 819-06	Branch Chief	Johnson, L.	A8002D	A8008L000
PFT	BAW-WM	82026	GS- 819-13	Env. Engineer	Lech, R.	A8002D	A8008L000
PFT (TPA)	BAW-WM	81002	GS- 819-12	Env. Engineer	Finke, Eric		
PFT	BAW-WM		GS- 028- 7/9/11	Env. Prot. Spec.	Vacant		
PFT	BAW-WM	85137	GS- 318- 6	Branch Sec.	Boone, K.	A8002D	A8008L000
CF (SYS)	BAW-WM	82063	GW- 322- 2	Clerk Typist	Vacant		
BAW-WM - RCRA Permits Section							
PFT	BAW-WM	81073	GS- 028-13	Section Chief	Wapensky, L.	A8002D	A8008L000
PFT	BAW-WM		GS- 819-12	Env. Engineer	Gansecki, M.	AG003A	AG008L000
* PFT (T)	BAW-WM	83012	GS- 819-12	Env. Engineer	Levene, B.	A8002D	A8008L000
* PFT (T)	BAW-WM	80082	GS- 819-12	Env. Engineer	Hears, C.	A8002D	A8008L000
PFT	BAW-WM	80108	GS- 028-12	Env. Prot. Specialist	Winkoff, J.	A8002D	A8008L000
PFT	BAW-WM	80081	GS-1301-12	Physical Scientist	Shosky, D.	A8002D	A8008L000
* PFT (T)	BAW-WM		GS- 819-11	Env. Engineer	Flechas, F.	AG003A	AG008L000
PFT	BAW-WM	81042	GS- 819-11	Env. Engineer	Muillo, W.	AG003A	AG008L000
* PFT (T)	BAW-WM	81006	GS-1301-11	Physical Scientist	Bryan, S.	AG003A	AG008L000
PFT	BAW-WM	89081	GS- 322- 4	Clerk-Typist	Vacant		
PFT	BAW-WM		GS- 322- 4	Clerk-Typist	Vacant		
BAW-WM - RCRA Compliance Section							
PFT	BAW-WM	87087	AD- 819-05	Section Chief	Kircher, D.	AG003A	AG008L000
PFT	BAW-WM	83102	GS- 819-12	Env. Engineer	Moritz, V.	A8002D	A8008L000
PFT	BAW-WM	80082	GS- 819-11	Env. Engineer	Rasch, D.	A8002D	A8008L000
PFT	BAW-WM		GS- 819-11	Env. Engineer	Boornazian, L.	AG003A	AG008L000
PFT	BAW-WM	80107	GS-1320-11	Chemist	Shannon, D.	A8002D	A8008L000
PFT	BAW-WM	82028	GS- 819- 9	Env. Engineer	Nguyen, L.	A8002D	A8008L000
PFT	BAW-WM		GS-1801- 9	Compl. Inspector	Poundstone, M.	AG003A	AG008L000
PFT	BAW-WM		GS-1301- 9/11/12	Physical Scientist	Vacant		
PFT	BAW-WM	82106	GS-1802- 5	Compl. Insp. Asst.	DeVargas, W.	A8002D	A8008L000
PFT	BAW-WM	82097	GS- 029- 5	Env. Prot. Asst.	Longan, M.	A8002D	AG008L000
TPY	BAW-WM	82058	GS- 401- 5	Biologist	Beil, K.	AG003A	AG008L000
CF (SYS)	BAW-WM		GW- 029- 4	Env. Prot. Asst.	Landin, N.	AG003A	AG008L000
CF (SYS)	BAW-WM		GW-1802- 4	Compl. Insp. Asst.	Price, R.	AG003A	AG008L000
PFT	BAW-WM	81022	GS- 322- 4	Clerk-Typist	Craig, K.	A8002D	A8008L000
BAW-WM - Superfund Program Section							
PFT	BAW-WM	81105	GS- 028-13	Section Chief	Wardell, J.	TFAY9A	TFA08L000
PFT	BAW-WM	82040	GS- 819-12	Env. Engineer	Rothermeyer, W.	TGBY3A	TGB08L000
PFT	BAW-WM	80061	GS-1301-12	Physical Scientist	Nielson, M.	TFAY9A	TFA08L000
PFT	BAW-WM	80080	GS-1301-12	Physical Scientist	Wong, J.	TFAY9A	TFA08L000
PFT	BAW-WM	82099	GS-1301-12	Physical Scientist	Evans, E.	TGBY3A	TGB08L000
PFT	BAW-WM		GS- 408-12	Ecologist	Brink, J.	TFAY9A	TFA08L000
PFT	BAW-WM	82084	GS- 028- 9	Env. Prot. Spec.	Rosenberg, M.	TGBY3A	TGB08L000
PFT	BAW-WM		GS- 029- 5/7/9	Env. Prot. Asst.	Vacant		
PFT	BAW-WM	87069	GS- 322- 4	Clerk Typist	Pfatts, J.	TFAY9A	TFA08L000

* Temporary Position; NTE one year.

FUNCTIONAL STATEMENT

FOR

Air Programs BRANCH
Air & Waste Management DIVISION

Administers the planning, control technology, new source review (including the Prevention of Significant Deterioration Permit Program) and transportation control programs for Region VIII.

Administers the stationary source compliance program including enforcement of those federal, state and local regulations which implement the provisions of the Clean Air Act (CAA).

Administers the State Implementation Plans for attaining and maintaining ambient air quality standards.

Administers program grants to the six states in Region VIII.

Monitors and evaluates each state and federal agency's performance in implementing and complying with the requirements of the Clean Air Act.

Provides technical assistance to industry and state, federal and local governments on various air pollution items.

Provides support to each state and federal agency to strengthen its air pollution control programs by acting as a focal point for technical and financial assistance.

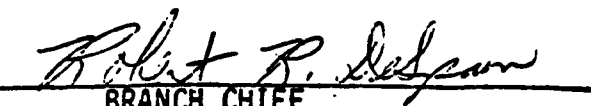
Provides focal point for region in terms of identifying changes in policy or program requirements. This may include briefings, workshops, etc., to industry, federal agencies and the public.

Administers NSPS and NESHAPS program for Region VIII

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Branch.


DIVISION DIRECTOR

DATE 4/21/82


BRANCH CHIEF

DATE 4/21/82

(Form FS-B)

FUNCTIONAL STATEMENT
FOR

Technical Support SECTION
Air Programs BRANCH
Air and Waste Management DIVISION

Provide air pollution technical expertise and consultation to Region
VIII. EPA headquarters and other EPA Regional offices, industry, consultants,
state and local air pollution control agencies, and the public in the following
air pollution program areas:

1. Atmospheric diffusion modeling
2. Emergency episodal forecasting
3. Atmospheric visibility protection
4. Motor vehicle pollution
5. Steel plant control technology
6. Synfuel industry development
7. Smelter industry control technology
8. New Source Performance Standards (NSPS)
9. National emission standards for hazardous materials
10. Stationary source Best Available Control Technology (BACT)
11. Control technology guidance documents for organic emissions

Operate and Maintain

1. The Compliance Data System (CDS)
2. The management PSD permit tracking system

Evaluate existing Region VIII programs and develop new program initiatives such
as:

1. Baseline data on stationary source emissions (son of NEDS)
2. Air toxic program
3. Emission rights (trading, offsets, banking)

We have agreed to the above functional statement as an accurate description of
the objective and duties of this section in relation to the overall functions
of the Branch, Division and Station. This statement reflects the changes
brought about by the Reorganization of 1981 and is approved for use as the
focal point of the workload/workflow analysis of this Section.

Thomas A. Frey
SECTION CHIEF

DATE 4/21/82

Robert R. Dehman
BRANCH CHIEF

DATE 4/21/82

(Form FS-S)

FUNCTIONAL STATEMENT
FOR

Toxic Substances
Air & Waste Management


BRANCH
DIVISION

Under the direction of a Branch Chief, certain provisions of the Federal Insecticide, Fungicide, and Rodenticide Act, as Amended (Public Law 92-516), and the Toxic Substances Control Act (Public Law 94-469) are implemented. The primary objective of this Branch is to reduce or avoid the adverse effect of toxic chemicals which may have social and economic benefits to man and his environment.

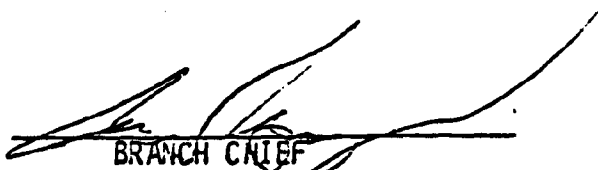
A major thrust will be integration of all media programs with States' and other Federal programs to assure that coordinated and effective use is made of available resources and statutory authorities in achieving regional and national objectives. Public awareness of the risks, benefits and trade-offs involved with management of toxic substances will be coordinated by the Branch. Branch activities are coordinated with other EPA regions and their pesticide and toxic substances activities.

The activities of the Branch fall into two general areas; field operations and program support. For this reason, two Sections have been designated under the Branch: Program Support Section and the Field Operations Section. Activities in the Field Operations Section include field monitoring, case preparation, and developing and transmitting administrative orders, warning letters and civil complaints.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.


DIVISION DIRECTOR

DATE 4/21/82


BRANCH CHIEF

DATE 4/21/82

(Form FS-B)

FUNCTIONAL STATEMENT

FOR

Field Operations

Toxic Substances

Air & Waste Management

SECTION

BRANCH

DIVISION

- 4) Investigate the use of pesticides to assure conformance with Section 12 of FIFRA, Section 18 exemption restrictions, and experimental use permit conditions.
- 5) Conduct inspections of records of manufacturers and processors of chemical substances to assure proper testing as required by Section 4 of TSCA and proper records and reports as required by Sections 8(a) and (c) of TSCA.
- 6) Audit commercial labs for proper testing methods in conjunction with FIFRA Section 3.
- 7) Investigate compliance with TSCA regulations pursuant to Sections 6(a) and (e) prohibiting the manufacture, processing, or distribution of certain chemical substances.
- 8) Conduct inspections of manufacturers and dealers for conformance with TSCA Section 5 premarket notification requirements and delays or restrictions placed pursuant to Section 5.
- 9) Carry out seizure actions pursuant to either FIFRA or TSCA.
- 10) Investigate pesticide products for non-registration, improper labeling or adulteration pursuant to Sections 3 and 12 of FIFRA.
- 11) Review imports and exports on pesticides and toxic substances to assure compliance with FIFRA Section 17 and TSCA Section 13.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.


SECTION CHIEF

DATE 4-21-82


BRANCH CHIEF

DATE 4/22/82

(Form FS-S)

FUNCTIONAL STATEMENT
FOR

Program Support

Toxic Substances

Air and Waste Management

SECTION

BRANCH

DIVISION

This Section is responsible for mandates under the Toxic Substances Control Act (TSCA) and the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), as amended. One function involves pesticide and chemical industry contact and interface. Also, the Section monitors the States' pesticide programs in their implementation of FIFRA. At the present time, the Section administers the entire pesticide applicator certification program in the State of Colorado. The activities of this Section include monitoring and maintenance of confidential record and reporting systems mandated by the above legislation. In addition, the Section coordinates the flow of special pesticide registrations granted by EPA and assists industry in registering pesticide products.

The Agency has effected very strict requirements for the handling of confidential records and reports, so the management of such a program must be a centralized, tightly controlled function with only select people having access to the records. Also, there is an extensive lack of knowledge about the characteristics of pesticides and toxic substances and their ramifications in the environment. Thus, a central entity which has access to all the data sources on the subject and which can disseminate the information to both governmental and non-governmental organizations is very necessary to fill the need for timely and accurate information in a field where little centralization has occurred in the past.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.

J. Deane Sullivan
SECTION CHIEF
DATE 4-20-82

[Signature]
BRANCH CHIEF
DATE 4/21/82

(Form FS-S)


FUNCTIONAL STATEMENT
FOR
RADIATION CONTROL PROGRAM BRANCH
AIR & WASTE MANAGEMENT DIVISION

The Radiation Control Program Manager reports directly to the Air and Waste Management Division Director, and is responsible for carrying out the primary objectives of avoiding or reducing the adverse risks or effects of radiation on human health and the environment. The primary roles of the program are as follows: Provide guidance, direction, and technical support to other EPA Regional Programs; implement EPA standards, actions, and policies; and review, evaluate, and provide agency comments on uranium mine/mill proposals and on emergency response plans for fixed nuclear facilities. Examples of the many major Program specific tasks include; manage and provide technical direction on assigned cooperative agreements and contract efforts, provide technical direction and administrative support to radiation related Superfund projects, develop and carry out assigned Superfund actions, develop and carry out Regional radiation policy, provide technical support to the Regional Administrator, review and test emergency response plans, assess and develop remedial actions for radiation impacts and emergencies, assist in the development of enforcement actions, and provide technical support to other federal and state agencies. Examples of other specific tasks include; implement a non-ionizing program, assess special projects, develop public information reports, assist in S/EA development, and assist in the development and review of standards, guidance, and policy.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.


DIVISION DIRECTOR

DATE 4/21/82


BRANCH CHIEF

DATE 4/21/81

(Form FS-B)

FUNCTIONAL STATEMENT
FOR

RCRA STATE PROGRAMS SECTION
WASTE MANAGEMENT BRANCH
AIR AND WASTE MANAGEMENT DIVISION

The RCRA State Programs Section has five main functions:

- Negotiation of State grants, SEA's and other agreements
- Assisting States in gaining authorization
- Oversight of State programs
- Providing technical assistance to other Federal agencies and Indians
- Acting as a clearinghouse for information on used/waste oils.

The Section is responsible for developing a State/EPA agreement with each State in the Region. Once a workplan is concurred upon, a grant is negotiated to implement the plan. The Section then monitors the grant and workplan to ensure adherence to the conditions agreed upon.

A major effort is the authorization of each State to have its own hazardous waste program "in lieu of" the RCRA Federal program. The Section's function is to assist the State as it develops the necessary legislation and regulations to have such a program. Coordination with Counsel, State Attorney General, Headquarters, and others is necessary to achieve this task. Each State must be authorized by January 26, 1985, or authority for the interim status programs currently in place reverts back to EPA.

The Section conducts an oversight program for those portions of the program currently authorized under interim status. In addition, some States are now operating under a cooperative agreement with EPA, and activities identified within such agreements are also monitored.

The Section provides technical assistance to other Federal agencies in particular the Federal Land Management Agencies. Recreation and Public Purpose lease applications received from the Bureau of Land Management (BLM) are reviewed for technical adequacy and comments are provided to BLM. Assistance on regulation and policy interpretation is also provided upon request.

Waste management technical assistance is provided to the regional Indian reservations. The assistance is provided by Section staff, contractor support, and interagency efforts. Hazardous waste training and other assistance is provided upon request insofar as resources allow it.

The Section provides a clearinghouse function in terms of information on recycling, especially used/waste oil. Seminars and other mechanisms are used to encourage data exchange in this area.


SECTION CHIEF

6/24/83
DATE


BRANCH CHIEF

6/24/83
DATE

FUNCTIONAL STATEMENT
FOR
SUPERFUND PROGRAM SECTION
WASTE MANAGEMENT BRANCH
AIR AND WASTE MANAGEMENT DIVISION

The SUPERFUND Program Section has several main functions:

- Identification of potential SUPERFUND sites
- Rating sites
- Identification of corrective action on priority sites
- Ensuring that corrective actions are properly implemented
- Coordinating with States in implementing the program

The SUPERFUND Program Section evaluates potential or actual threats from inactive or abandoned hazardous waste sites to public health or welfare or the environment. This is accomplished through the use of preliminary assessments and, where appropriate, site inspections.

The Section then utilizes the information available to score the sites using the MITRE Hazard Ranking System. This system incorporates the various pathways by which public health, welfare, or the environment can be adversely impacted. The score received indicates the severity and thus the priority, of addressing the site. At least 400 of the top-ranked sites will be placed on the National Priorities List (NPL). Other sites could be addressed through voluntary or enforcement actions with responsible parties; however, those on the NPL are given emphasis in terms of use of the fund created to implement (CERCLA).

The ranked sites undergo a remedial investigation and feasibility study. The former provides more evidence on the type and extent of contamination, while the latter identifies the corrective options for the site. Enforcement actions against responsible parties may be taken to ensure that proper clean-up is pursued. The corrective actions are closely monitored by staff, with contractor support, throughout the time the corrective actions are being implemented.

In some situations, the State may wish to develop its authority and implement a corrective program. In those cases, the Branch coordinates closely with the State and may provide technical and financial support to the State.

John E. Underwood
SECTION CHIEF
6/24/83
DATE

Lou Johnson
BRANCH CHIEF
6/24/83
DATE

FUNCTIONAL STATEMENT
FOR

RCRA PERMITS SECTION
WASTE MANAGEMENT BRANCH
AIR & WASTE MANAGEMENT DIVISION

The RCRA Permits Section has six main functions:

- Developing a permit request strategy
- Processing permit applications
- Providing training for permit applicants
- Maintaining Regional data base for RCRA notifiers
- Resolving closure/post closure issues
- Tasking level of effort contractor

The Section will coordinate with the States to establish a permit call-in strategy. This strategy must encompass the national program priorities, land disposal sites and incinerators, and reflect the concerns of the States. Once the strategy is developed, the call-in process commences with several requests going out each month to spread out the workload.

The Section, in coordination with the States as appropriate, must review the RCRA Part B submittals and decide in 60 days if the information is adequate to write a legally defensible permit for the facility. Once the information is available, a permit is drafted and made available for public comment. If a decision has been made not to issue a permit to a facility, the Section initiates and develops action relating to termination of interim status.

Because of the newness and complexity of the RCRA permitting program, EPA has encouraged the use of training sessions in an attempt to improve the quality of the submittals. The Section is responsible for putting on periodic training sessions for those facilities that have been or are about to be called-in.

The Section maintains the computerized list of all notifiers within the Region. Assistance is also provided to the other sections of the Branch on data management issues and to the States.

The Section has the lead on closure/post closure of RCRA regulated sites. The approval/disapproval of closure/post closure plans and comment period are handled through this section. The Section issues post closure permits to regulated land disposal units. Enforcement actions arising from these actions, or other permit related activities, are coordinated with the Compliance Monitoring Section.

The Section also is responsible for addressing issues of interim status for treatment, storage, and disposal facilities. Activities such as oversight on State permitting programs and providing support to the State Program Section in evaluating EPA approved State hazardous waste programs.

The Section tasks the level of contractor effort for permit and compliance issues.


SECTION CHIEF


BRANCH CHIEF

WATER MANAGEMENT DIVISION

Office of the Director

Max H. Dodson, Director

Municipal Facilities Branch

William H. Hormberg, Chief

- Program Management Section
Paul Arell, Chief
- Program Operation Section
James O. Brooks, Chief

State Program Management Branch

Samuel Berman, Chief

- Water Quality Management
Section
Joan K. Barnes, Chief
- Water Quality Requirements
Section
Dale Vodehnal, Chief

Drinking Water Branch

Roger E. Frenette, Chief

- Ground Water Section
Patrick A. Crotty, Chief
- Public Water Supply
Section
Dean R. Chaussee, Chief

Compliance Branch

Patrick J. Godsil, Chief

- Permits Section
Robert J. Burm, Chief
- Compliance Assurance
Section
Douglas M. Skie, Chief

RESUME AND ORGANIZATIONAL PLAN

APT	GRADE	TITLE	NAME	ACCOUNT	PD #	DU
OFFICE OF THE DIRECTOR						
PFT	ES-0801-00-02	DIR WATER MGMT DIV	DODSON, MAX H.	3AHX08K000	82289	B231
PFT	CC-0819-05-14	DEPUTY DIRECTOR	HOFFBUHR, J. (Det. Out 5/29/83)	3A7108K000	89056	C220
PFT	GS-0110-13-05	ECONOMIST	ANDERSON, T. (Det. in 6/83)	3A7108K000		C220
PFT	GS-0345-11-02	PROGRAM ANALYST	OSTERHOLT, MARCELLA E.	3AHX08K000	81012	B231
PFT	GS-0318-07-08	SECRETARY (STENO)	CROUSE, DOROTHY R.	3AHX08K000	83038	B231
PFT	GS-0318-06-06	SECRETARY (TYPING)	STEINMETZ, R. (Det. Out 7/10/83)	3AHX08K000	82021	B231
IPA	GM-0345-14-05	PROG. ANAL. (COLO.)	FERRARO, P. (6/30/83)			
PFT	GS-0322-04-01	CLERK-TYPIST	VACANT, (CARRASCO)	3A5408K000	86081	B230
CF	GW-0322-02-01	CLERK-TYPIST	GIBBONS, BETTY	3AHX08K000		B231
CF		HQ POSITION	ZODA, SUZANNE			
MUNICIPAL FACILITIES BRANCH						
PFT	GM-0819-14-00	SUPV ENVIRON ENGR	HORMBERG, WILLIAM H.	3A5408K000	82033	B230
PFT	GS-0819-13-10	ENVIRON ENGR	SMITH, STANLEY	3A5408K000	87022	B230
PFT	GS-0318-06-08	SECRETARY (TYPING)	BURNS, VIRGINIA	3A5408K000	82020	B230
PROGRAM MANAGEMENT SECTION						
PFT	GM-0819-13-05	SUPV ENVIRON ENGR	BROOKS, JAMES O.	3AHX08K000	82039	B231
PFT	GS-0819-12-08	ENVIRON ENGR	BURKE, GERALD L.	3AHX08K000	86062	B231
PFT	GS-0819-11-05	ENVIRON ENGR	BRITT, WAYLAND L.	3AHX08K000	87039	B231
PFT	GS-0810-11-01	CIVIL ENGR	VACANT (MEDRANO) ALLEN (Det In)	3AHX08K000	89013	B231
PFT	GS-0810-11-02	CIVIL ENGR	SNYDER, GERALD P.	3AHX08K000	89122	B231
PFT	GS-0810-11-02	CIVIL ENGR	RAZZAZIAN, MOHAMMED	3AHX08K000	85213	B231
PFT	GS-0029-09-06	ENVIRON PROT ASST	EGAN, ANN M.	3A5408K000	85182	B230
PPT	GS-0819-11-02	ENVIRON ENGR	SANDZA, WALTER (20 hr.)	3AHX08K000	84146	B231
PROGRAM OPERATION SECTION						
PFT	CC-0819-04-10	SUPV ENVIRON ENGR	ARELL, PAUL S.	3AHX08K000	82036	B231
PFT	GS-0801-13-09	GENERAL ENGR	WEBSTER, JOEL D. (Utah 6/26)	3A5408K000		B230
PFT	GS-0345-13-01	PROGRAM ANALYST	VACANT (WEBSTER)	3A5408K000	89056	B230
PFT	GS-0819-12-10	ENVIRON ENGR	SHEEHAN, LAWRENCE	3AHX08K000	83005	B231
PFT	GS-1301-12-05	PHYSICAL SCIENTIST	SCHROEDER, B (Det. Out 6/10)	3AHX08K000	80111	B231
PFT	GS-0802-08-04	ENGR TECHNICIAN	MALLOY, LEON	3A5608K000	85194	B230
PFT	GS-0335-06-04	COMPUTER TECHNICIAN	ADAMS, MINNIE B.	3A5408K000	87028	B230
PFT	GS-0322-04-01	CLERK-TYPIST	JOHNSON, BRENDA	3AHX08K000	80017	B231
PPT	GS-0819-11-03	ENVIRON ENGR	ALLEN, DANA (32hr) Det Out 5/29	3A5608K000	86086	B230
PPT	GS-0160-11-01	EQ OPER SPEC	VELASQUEZ, MAURICE (32 hr.)	3AHX08K000	86084	B231

APT	GRADE	TITLE	NAME	ACCOUNT	PD #	DU
STATE PROGRAM MANAGEMENT BRANCH						
PFT	GM-0819-14-07	SUPV ENVIRON ENGR	BERMAN, SAMUEL	3A7V08K000	82038	B230
PFT	GS-0318-06-02	SECRETARY (TYPING)	TAYLOR, JOANN	3A7V08K000	86073	B230
WATER QUALITY MANAGEMENT SECTION						
PFT	GM-1301-13-00	SUPV PHY SCI	BARNES, JOAN K.	3AHX08K000	85019	B231
PFT	GS-0028-12-04	ENVIRON PROT SPEC	CLAGGETT, RICHARD T.	3AHX08K000	87029	B231
PFT	GS-0819-12-06	ENVIRON ENGR	DEAN, ROGER J.	3AHX08K000	86149	B231
PFT	GS-0819-12-04	ENVIRON ENGR	VACANT (JOHNSON)	3A7V08K000	82031	B230
PFT	GS-0819-09-02	ENVIRON ENGR	NORMAN, KENNETH JR.	3A7V08K000	89123	B230
PFT	GS-0318-04-02	SECRETARY (TYPING)	HALL, LOUISE	3A7V08K000	87014	B230
PPT	GS-1301-11-02	PHYSICAL SCIENTIST	DRABIK, STEVE (32 hr.)	3A8D08K000	82032	H230
PPT	GS-0028-11-03	ENVIRON PROT SPEC	LOFSTEDT, DOUGLAS (32 hr.)	3AHX08K000	82030	B231
WATER QUALITY REQUIREMENTS SECTION						
PFT	GM-0819-13-05	SUPV ENVIRON ENGR	VODEHNAL, DALE J.	3AGM08K000	85041	B207
PFT	GS-0401-13-04	GENERAL BIOLOGIST	WILLINGHAM, W. (Det. Out 5/16)	3A7X08K000	87011	B209
PFT	GS-1315-13-02	HYDROLOGIST	REETZ, GENE R.	3A8D08K000	88029	H230
PFT	GS-0819-12-05	ENVIRON ENGR	ZANDER, BRUCE A.	3A7V08K000	86098	B230
PFT	GS-0401-11-05	BIOLOGIST	MAIRLEY, ROBERT J. JR.	3AGM08K000	86122	B207
PFT	GS-1301-11-02	PHYSICAL SCIENTIST	WYNNE, DIANE S.	3A7V08K000	81075	B230
PFT	GS-1301-11-01	PHYSICAL SCIENTIST	MILLER, BRADLEY J.	3AGM08K000	80011	B207
PFT	GS-1301-11-01	PHYSICAL SCIENTIST	WUERTHELE, WILLIAM	3A7X08K000	81067	B209
PPT	GS-0028-11-02	ENVIRON PROT SPEC	FORGET, CECELIA (Det Out 6/20)	3AHX08K000	81068	B231
PPT	GS-0318-04-01	SECRETARY (TYPING)	VACANT (TAYLOR)	3AGM08K000	86067	B207
TFT	GS-0029-03-01	ENVIRON PROT ASST	LINK, DENISE (10/30/83)	3AHX08K000	82103	B231
CF	GM-0322-02-01	SECRETARY (TYPING)	VIRAY, LINDA (20 hr.)	3AHX08K000	82066	B231

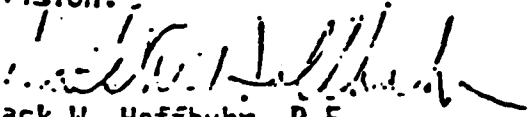
APT	GRADE	TITLE	NAME	ACCOUNT	PD #	DU
DRINKING WATER BRANCH						
PFT	GM-0819-14-07	SUPV ENV ENGR	FRENETTE, ROGER	3A7008K000	82043	C215
PFT	GS-0318-06-09	SECRETARY (STENO)	LONG, JOYCE	3A7108K000	83197	C220
TFT	GS-0322-04-01	CLERK-TYPIST	WALTON, EDNA (20 hr.)	3A7108K000		C220
CF	GW-0322-02-01	CLERK-TYPIST	CAVINS, ANN	3A7108K000		
GROUND WATER SECTION						
PFT	CC-0819-05-14	SUPV ENVIRON ENGR	CROTTY, PATRICK A.	3A7008K000	87110	C215
PFT	GS-1315-13-02	HYDROLOGIST	OSBORNE, PAUL S.	3A7108K000	87105	C220
PFT	GS-0028-12-06	ENVIRON PROT SPEC	LONG, RICHARD	3A7108K000	81102	C220
PFT	GS-1315-12-05	HYDROLOGIST	STRIEBY, MICHAEL J.	3A7108K000	83013	C220
PFT	GS-0819-12-05	ENVIRON ENGR	WILSON, WESTON	3A7108K000	82107	C220
PFT	GS-0881-11/12	PETROLEUM ENGR	VACANT (BAKER)	3A7108K000	88123	C220
PFT	GS-0819-7/9/11	ENVIRON ENGR/PHY SCI	VACANT	3A7108K000		C215
PFT	GS-0819-7/9/11	ENVIRON ENGR	VACANT	3A7108K000		C220
PFT	GS-1301-07-03	PHYSICAL SCIENTIST	CLEMMENS, LAURA I.	3A7108K000	82054	C220
PPT	GS-0318-04-01	SECRETARY (TYPING)	VACANT (MARTIN) (32 hr.)	3A7108K000	80057	C220
CF IPA	GS-0819-07-09	ENGR	CAMPBELL, ANGUS (CO 8/16/84)			
CF IPA	GS-0819-12-00	ENGR	LIUZZI, MIKE (CO 8/16/84)			
PUBLIC WATER SUPPLY SECTION						
PFT	CC-0819-06-20	SUPV ENVIRON ENGR	CHAUSSEE, DEAN R.	3A7008K000	87601	C215
PFT	CC-0819-04-09	ENVIRON ENGR	ALSTON, MARC R.	3A7008K000	88031	C215
PFT	GS-0401-12-07	AQUATIC BIOLOGIST	BRAIDECH, THOMAS E.	3A7008K000	86002	C215
PFT	GS-1301-12-03	PHYSICAL SCIENTIST	SWICKARD, MARTHA	3A7008K000	80130	C215
PFT	GS-0819-11-04	ENVIRON ENGR	MCTIGUE, NANCY E.	3A7008K000	87059	C215
PFT	GS-0819-11-03	ENVIRON ENGR	VACANT, (FLECHAS) 6/11/83	3AFF08K000	88121	C306
PFT	GS-0819-11-03	ENVIRON ENGR	EHLERT, DEBRA G.	3A7008K000	88120	C215
PFT	GS-1301-09-03	PHYSICAL SCIENTIST	SCHMIDT, DAVID	3A7008K000	88068	C215
PFT	GS-1301-09-02	PHYSICAL SCIENTIST	VACANT, (BRYAN) 6/11/83	3A7008K000	86137	C215
PFT	GS-0028-05/6/7	ENVIRON PROT SPEC	VACANT (PARKER)	3A7008K000	82027	C215
PFT	GS-0318-04-03	SECRETARY	PADILLA, LAURIE	3A7108K000	89129	C220
CF	GW-0356-02-01	DATA TRANSCRIBER	COLLINS, JEANNIE (20 hr.)	3A7108K000	81047	C220
CF	GW-0356-02-01	DATA TRANSCRIBER	VACANT	3A7108K000	81047	C220

APT	GRADE	TITLE	NAME	ACCOUNT	PD #	DU
COMPLIANCE BRANCH						
PFT	GM-0819-14-07	SUPV ENVIRON ENGR	GODSIL, PATRICK J.	3AFE08K000	82042	B304
PFT	GS-0318-05-06	SECRETARY (TYPING)	TAYLOR, VALERIE	3AFE08K000	87043	B304
PERMITS SECTION						
PFT	GM-1301-13-09	SUPV PHY SCI	BURM, ROBERT	3AFD08K000	82189	B307
PFT	GS-0819-13-02	ENVIRON ENGR	WALLINE, ROBERT	3AFD08K000	86163	B307
PFT	GS-0819-12-10	ENVIRON ENGR	SHANKLAND, ROBERT	3AFD08K000	82145	B307
PFT	GS-0819-12-04	ENVIRON ENGR	FISCHER, MARSHALL	3AFD08K000	88133	B307
PFT	GS-0029-07-03	ENVIRON PROT ASST	AFSHAR, PAULINE (Det Out 6/26)	3AFD08K000	80124	B307
PFT	GS-0029-06-05	ENVIRON PROT ASST	FUJITA, JANET	3AFD08K000	86079	B307
PFT	GS-0303-05-10	PERMITS CLERK	OREM, DAPHNE	3AFD08K000	87027	B307
PFT	GS-0301-04-03	FILE CLERK	KENNEDY, WILLIAM	3AFD08K000	86120	B307
COMPLIANCE ASSURANCE SECTION						
PFT	GM-0819-13-05	SUP ENVIRON ENGR	SKIE, DOUGLAS	3AFE08K000	85155	B304
PFT	GS-0819-13-08	ENVIRON ENGR	THOMPSON, HAROLD	3AFE08K000	80014	B304
PFT	GS-0819-12-03	ENVIRON ENGR	LUEBKE, DELPHINA	3AFE08K000	89132	B304
PFT	GS-0819-12-01	ENVIRON ENGR	CHURCHMAN, JEAN	3AFE08K000	84218	B304
PFT	GS-0819-11-04	ENVIRON ENGR	BURNS, THOMAS	3AFE08K000	86113	B304
PFT	GS-0802-09-04	ENG TECH	VACANT (HANSON) 7/9/83	3AFE08K000	81019	B304
PFT	GS-0029-06-08	ENVIRON PROT ASST	RUGGIERO, CATHERINE	3AFE08K000	87061	B304
PFT	GS-0301-05-04	COMPL CLERK	FULLER, DONNA	3AFE08K000	80002	B304
PFT	GS-0318-04-02	SECRETARY (TYPING)	NORWOOD, DEBORAH	3AFE08K000	85215	B304
CF	GW-0322-03-01	STU AIDE	REED, TERRI	3AFE08K000	82098	B304
CF		PCS CONTRACTOR	PARKER, DON			

FUNCTIONAL STATEMENT
FOR
WATER MANAGEMENT DIVISION

Exercise overall responsibility, and is lead Division, for implementation of
the Clean Water Act (CWA) and the Safe Drinking Water Act (SDWA) in Region VIII.
Has overall responsibility for the development, implementation and review of
the State-EPA Agreement (the CWA and SDWA portions) in all states of the
Region other than Montana. Coordinates the planning, programming, policy
implementation, direction, and control of the technical and administrative
aspects of all water activities within the Region. Implements, in con-
junction with States and sub-state agencies to which program and management
responsibilities and functions have been assigned or delegated, the Clean
Water Act (CWA) in Region VIII, including: Administration of Sections 201
et seq., of Title II of the Act and related provisions of law, regulations,
and guidance having to do with planning of and financial assistance for
construction of municipal waste treatment facilities; administration and
implementation as required of provisions of Title II, CWA, and related
provisions of law, regulations, and guidance, relating to areawide waste
treatment management, water quality evaluation, planning, and management;
and control of non-point sources of water contamination; development,
administration, review, and enforcement, as appropriate, of water quality
criteria and standards, effluent limitations, and permits, pursuant to
provisions of Titles III and IV of the Act (other than ss. 311 and 403);

We have agreed to the above functional statement as an accurate description of the Objective and duties of the Water Management Division. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this division.


Jack W. Hoffbuhr, P.E.

ACTING DIVISION DIRECTOR

DATE

4/19/82

Steven J. Durham

REGIONAL ADMINISTRATOR

DATE

(Form FS-D)

and development, administration, and implementation, as appropriate, of demonstration programs such as those for control of contamination of stationary water bodies pursuant (for example) to s. 314 of the CWA. The objectives are to assure effective delegation to and oversight of State programs, efficient and proper utilization of Federal funds, continuing progress toward attainment of national water quality goals, and efficient and timely conduct of programs for which the Division is directly responsible. Provides operational management and direction of the programs for abatement and control of water pollution. Implements, in conjunction with States to which program responsibilities and functions have been delegated, the Safe Drinking Water Act (SDWA) in Region VIII, including: Public Water Systems supervision; Underground Injection Control (UIC) permitting and compliance; designation of Sole Source Aquifers; provision of information and assistance relative to groundwater contamination; and assistance to state and local officials through training courses in both UIC and public water systems programs. The objectives are to assure protection of sources of community water supplies, the protection of public health, effective delegation to and oversight of State programs, and efficient and timely conduct of programs for which the Division is directly responsible. Responsible for environmental review of 201 Construction Grant projects and NPDES new source permits including the preparation of environmental impact statements where appropriate. Provides technical assistance as appropriate in review of EIS's. Oversees and where appropriate implements and enforces EPA/Region VIII's responsibilities for affirmative action and equal employment opportunity in external matters, pursuant to law, regulation, Agency and Presidential policies and directives.

MUNICIPAL FACILITIES BRANCH

General Functional Statement

The Municipal Facilities Branch is responsible for administering the municipal wastewater treatment works construction grant program authorized by Title II of the Water Pollution Control Act (PL 92-500), as amended, and for providing assistance with technical, administrative, and financial matters for related grants and cooperative agreements.

The major activities of the Branch are:

Negotiating functional agreements with the States under Section 205(g) of the Act and monitoring the State's activities which are related to the 205(g) delegation agreements to assure compliance with statutory requirements and the implementation of regulations of the Clean Water Act.

Coordinating with other Federal agencies (HUD, EDA, FmHA, and CSA), the planning, review and approval of water and wastewater facilities for small, rural communities. Also, review requests for EDA and issue Certification of Adequacy of Treatment for their projects.

Responding to program/project inquiries from outside the Agency in a timely manner and representing the Regional construction grants program to external groups.

Interpreting latest guidance concerning the program to State personnel, municipal officials, consulting engineers, and other interested parties.

Maintaining a central filing system that houses pertinent information necessary to keep abreast of project activities.

Maintaining a working relationship with other Branches of the Water Management Division in an effort to develop mutual programs while being consistent with Agency strategies and goals.

Consulting with the Office of Regional Counsel on matters of Regional or National policy, and interpreting the Act and regulations affecting the Branch's activities.

Promoting utilization of innovative and alternative technologies, where appropriate, to conserve wastewaters and sludges as a resource, to reduce costs for the treatment of municipal wastewaters, to conserve energy and to enhance environmental benefits. Managing Regional Office I/A program submission of reports and clearinghouse information and development of solutions to failed I/A projects, should failure occur. Provide Regional I/A coordinator.

PROGRAM MANAGEMENT SECTION

The Program Management Section is responsible for State construction grant program level oversight, management systems, program planning, operation and maintenance activities, advanced treatment reviews, and Department of Labor and Civil Rights related activities as authorized by Title II of the Federal Water Pollution Control Act (PL 92-500), as amended.

The specific functions of the Section include the following:

- Negotiating and managing 205(g) delegation agreements.

- Negotiating the Regional Corps of Engineers interagency agreement and providing oversight of that agreement.

- Reviewing and recommending, with appropriate Regional input, approval/acceptance of State priority systems and lists.

- Coordinating development of the Needs Survey for wastewater treatment works.

- Maintaining the Grants Management System including data input, quality assurance, designing and programming reports, and evaluation of data. Promoting use of GMS as a management tool.

- Developing and implementing the Regional construction grants oversight system, which includes setting program goals, projecting accomplishments, and tracking performance. This is done in concert with the Administrator's accountability system. The Section is also responsible for payment tracking and outlay and obligation management.

- Provide GICS, Corps of Engineers, and Needs Survey coordinators.

- Negotiating and tracking construction grants program level oversight. Serve as the focal point for reviews of State programs including preparation of the oversight reports. The Section provides training to State personnel in program management-related activities.

- Developing Regional construction grants program policies and standards and implementing such after they have been adopted by the Water Management Division. The Section also issues Regional construction grants guidance.

- Carrying out the Agency's Minority and Women's Business Enterprise policies in the construction grants program.

- Ensuring that all construction grants projects comply with the Davis-Bacon Act, the Copeland Anti-Kickback Act, the Contract Workhours and Safety Act, Section 504 of the Handicap and Age Act, Section 503 of the Veteran's Employment Act, and Title VIII of the Civil Rights Act.

Reviewing and preparing Advanced Secondary/Advanced Waste Treatment project (AST/AWT) evaluations in accord with Headquarters and Regional guidance. Preparing documents required to justify funding of AST/AWT projects.

The Branch is organized into two Sections whose activities are closely interrelated. The Program Operations Section is responsible for detailed technical and program monitoring. The Program Management Section is responsible for State program level oversight, management systems, program planning, and specialized technical areas.

Assisting in the resolution of any grant disputes that may arise before or after the execution of the grant agreement.

Providing one program coordinator each for Value Engineering, Small System Technology, and Land Acquisition.

Promoting consideration and use of small system alternatives to conventional systems as appropriate to reduce costs in rural environments, to simplify management and operation, and to conserve resources.

Review utilization of alternative technologies, where appropriate, to conserve wastewaters and sludge as resources, to reduce costs for the treatment of municipal wastewaters, to conserve energy and to enhance environmental benefits.

Overseeing flow of documents and maintaining internal control of documents.

Determining compliance with Federal laws other than the Clean Water Act applicable to facility planning.

Overseeing State eligibility determinations.

Providing oversight of subagreement review/cost analyses, applications, and grant offers.

Conducting Construction Management Evaluations of selected wastewater treatment projects within the Region.

Coordinating municipal compliance schedules with the Permits and Compliance Branch.

Program Operations Section

The Program Operations Section is responsible for providing program management of all steps of the municipal wastewater treatment works construction program authorized by Title II of the Federal Water Pollution Control Act of 1972 (PL 92-500) as amended.

This section has functional responsibility for the following:

Providing detailed oversight and monitoring of all delegated construction grants program functional elements in accordance with executed 205(g) delegations agreements for the States of Colorado, North Dakota, South Dakota, Utah and Wyoming.

Performing all construction grants program activities not delegated or delegable to the States under Section 205(g) of the Clean Water Act.

Managing 205(g) grants.

Providing training for State agency personnel for all delegated functional elements of the construction grants program and related program activities.

Providing construction grants technical assistance when requested by the State(s) and/or grantee(s) in areas of program administration, project administration, and various areas of municipal wastewater treatment technology including secondary waste treatment; advanced waste treatment; sludge treatment, handling and disposal; and cost information.

Reviewing grant agreements/amendments for completeness, eligibility, appropriate grant conditions as required by law and regulation, environmental impacts, and provisions of NPDES permits.

Review of Advanced Secondary/Advanced Waste Treatment project reports as prepared by the Branch Chief's staff.

Providing review of audit reports and assistance/input required to resolve audit questions.

Providing technical support for the resolution of bid protests and contract disputes.

Providing technical support for the Water Management Division Director, the Regional Administrator, or the EPA Administrator in the case of a grant appeal as a result of Regional action.

Reviewing States and Corps of Engineers Step 3 construction inspection reports and providing interpretation of regulation, guidance, and policy when requested.

Promoting full utilization of O&M checklists, O&M manuals, plans of operation, operability inspections, and start-up services with the objective of improving the quality of completed construction grant projects, their operability, and their capability to meet design objectives and NPDES permit requirements. Providing oversight of such activities which are delegated to the States.

Promoting and providing assistance to State and local government agencies in the development of programs to ensure that operating personnel in construction grant-assisted POTW's are adequately trained in the operation, maintenance and management of treatment works. Negotiate workplans for and manage 104(g)(1) grants.

Insure that treatment projects are capable of meeting their design standards one year after physical completion.

Conduct operation and maintenance inspections at Federal wastewater treatment facilities.

Providing liaison with the Department of Labor Contract Compliance Office with regard to Title VII of the Civil Rights Act.

Monitoring usage of funds by appropriation and reserve.

Conducting special studies and analyses as necessary.

Conducting financial capability and affordability reviews for both the construction grants and NPDES programs.

FUNCTIONAL STATEMENT

FOR

STATE PROGRAM MANAGEMENT
WATER MANAGEMENT

BRANCH
DIVISION

The Branch has responsibility for developing and implementing water quality management programs pursuant to the Clean Water Act and related Federal water resource management legislation, executive orders, and policy directives. The primary function of the Branch is the management and oversight of state and federal water quality programs to ensure progress towards water quality goals and to ensure the effective use of federal funds. The Branch is organized in two sections which have functions, activities, and outputs that are highly interrelated. The Water Quality Management Section has primary responsibility for providing financial and technical assistance, program guidance, and oversight for the development and implementation of Federal and State water quality programs. The Water Quality Requirements Section has primary responsibility for administering programs to establish and assess progress towards achieving water quality standards, establishing procedures for developing water quality based discharge limitations, manage EPA's responsibilities under Section 404 of the CWA.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.


Jack W. Hoffbuhr, P.E.

ACTING DIVISION DIRECTOR

DATE

4/19/82


Samuel Bernan

BRANCH CHIEF

DATE

4-20-82

FUNCTIONAL STATEMENT

FOR

WATER QUALITY REQUIREMENTS

STATE PROGRAM MANAGEMENT

WATER MANAGEMENT

SECTION

BRANCH

DIVISION

Administer programs to assure that revisions to State Water Quality Standards
are consistent with the requirements of the Clean Water Act. Provide assistance
to States. Review revised standards, recommend approval or disapproval and
prepare promulgations as required under Section 303. Provide guidance and
technical assistance to States and local agencies on the design and development
of water quality attainability analysis and site specific criteria. Conduct
Section 404 jurisdictional determinations and review COE determinations in order
to ensure compliance with Clean Water Act requirements. Assist states in the
development of Section 404 and 208(b)(4)(B) Programs and review program sub-
missions. Review permits and environmental impact statements for compliance
with Section 404 guidelines and requirements, conduct site visits and provide
technical assistance to the Corps of Engineers or other organizational elements
on litigation, violations of Section 404, and other Section 404 related activities.
In cooperation with the WQM Section, provide Section 314 technical assistance
to the States to assist in the identification and correction of lake pollution.
In cooperation with WQM Section, provide guidance and technical assistance to
the States on the identification, characterization and reporting of water quality
problems. Develop and implement agency policies and strategies for selected
water resource issues, including water quality/quantity and related issues.
Represents the Region on the Colorado Salinity Control Forum and Work Group

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.

Dale Vodehnal
SECTION CHIEF

DATE 4-20-82

Samuel Berman
BRANCH CHIEF

DATE 4-20-82

and Interagency Salinity Control Coordinating Committee. Provide guidance and assistance to the States in the preparation and submittal of Total Maximum Daily Loads and Wasteload Allocations pursuant to Section 304. Review adequacy of TMDL developed and recommended approval action. Provide Public Participation Program management oversight to Water Division Programs. Provide guidance and assistance to the states on the development of the biennial Section 305(b) report to Congress. Provide direction and guidance to states on the requirements of Section 312 of the Clean Water Act relating to marine sanitation devices. Provide regional water quality input into Federal Energy Regulatory Commission licenses for hydroelectric projects. Provide technical assistance on water quality requirements to Environmental Assessment Branch and other EPA organizational elements. Represent the Region on selected salinity control project planning teams.

FUNCTIONAL STATEMENT
FOR

WATER QUALITY MANAGEMENT
STATE PROGRAM MANAGEMENT
WATER MANAGEMENT

SECTION
BRANCH
DIVISION

Provides oversight and direction and financial assistance to Federal, State, tribal and local governments in the development and implementation of water quality management (WQM) programs to control point and nonpoint sources of water pollution. Provides analysis and evaluation of state program management develop appropriate water quality program policy and guidance, and ensure coordination of programs funded under Section 106, 205(g), 205(j), 208, and 314 of the Clean Water Act. Coordinates the preparation, review, and tracking of the WQM portion of State/EPA Agreements. Development and management of specific water media program elements is the responsibility of assigned Branch Chiefs. Using water quality assessments and 305(b) reports developed by the Water Quality Requirements Section, assist states to identify and prioritize critical water quality problems by stream segment and/or lake for special attention (attainability studies) by the states, local governments and EPA. Assist states, tribes and local governments to develop work programs for Section 106, 205(j) 208 and 314 financial assistance. Explains procedural requirements, reviews grant applications for consistency with SEA's, statutory and regulatory requirements. Prepares grant offers and supports grant management and audit activities. Review WQM plans and/or updates certified by the Governors for approval, approval with conditions, or disapproval. Prepare recommendations for the Regional Administrator's signature. Provide oversight of WQM implementation and tracks

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.


John W. Tucker

SECTION CHIEF

DATE 4-20-82



Samuel Berman
BRANCH CHIEF

DATE 4-20-82

(Form FS-S)

status of implementation activities. Emphasis is placed on consistency of construction grant (201) and NPDES (402) decisions with approved WQM plans. Provides Division focus for nonpoint source management. Provides program and implementation oversight, develops Regional strategies for the control of nonpoint sources, evaluates progress and program needs, transfers state-of-the-art information, and provides technical assistance to WQM planning and implementation agencies. For new source NPDES permits in non-delegated states, determine need for and provide lead role in the preparation and distribution of EIS documents. Perform the substantive, NEPA related activities defined in state 205(g) functional agreements. This function is conducted cooperatively with the Municipal Facilities Branch within established management procedures and time frames established within the 205(g) agreements. Major activities are: provide assistance to States in developing capabilities to carry out delegated NEPA functions; review and recommend appropriate action on environmental assessment reports and FNSI's; provide preapplication assistance and mediate significant issues with State, the grantee, and concerned parties; determine need for and provide lead role in the preparation and distribution of EIS documents. Audit 201 projects to determine compliance with environmental conditions. Coordinates Regional participation in the Headquarters WQM Program Management and Evaluation System.

FUNCTIONAL STATEMENT

FOR

COMPLIANCE

WATER MANAGEMENT

BRANCH

DIVISION

The Branch has responsibility for issuing National Pollutant Discharge Elimination System (NPDES) permits, for determining the compliance status of permittees, and for recommending and initiating enforcement responses to noncomplying situations. The goal of the Branch is to direct all municipal, industrial and agricultural point sources dischargers of waste water to meet the goals of the Clean Water Act. The Branch is organized in two sections which have functions and outputs that are interdependent. The Permits Section has responsibility for managing the NPDES permit process, including reviewing State-issued permits, implementing the pretreatment program and providing technical assistance to states. After permit issuance, the Compliance Assurance Section receives and assesses information to determine the compliance status of permittees, determines the Agency's response to noncomplying situations and provides engineering support in civil and criminal enforcement action. Both sections also provide program oversight and review of delegated NPDES programs.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Jack W. Hoffbuhr, P.E.

ACTING DIVISION DIRECTOR

DATE

4/19/82

Patrick J. Godsil

BRANCH CHIEF

DATE

4/20/82

(Form FS-B)

FUNCTIONAL STATEMENT
FOR

Permits	SECTION
Compliance	BRANCH
Water Management	DIVISION

Plans and directs the National Pollutant Discharge Elimination System (NPDES) permit drafting and issuance process in the Region. Issues industrial, municipal, federal, and general permits. Is responsible for the procedural and technical correctness of all NPDES permits. Establishes goals and priorities for improving the quantity and quality of permits. Reviews State drafted NPDES permits. Develops the rationale for and recommends policy changes related to effluent guidelines, best management practices and pretreatment conditions in NPDES permits. Provides ongoing assistance and guidance to personnel operating State NPDES permit programs. Maintains liaison with State personnel on current events and pertinent program issues. Negotiates work tasks with personnel in delegated and nondelegated NPDES states. Monitors and supports the development of State permit programs. Evaluates and documents the performance of State programs. SDWA permits are issued after the Drinking Water Branch prepares them. Provides technical and other support in evidentiary hearings and enforcement cases, as required. Facilitate delegation of pre-treatment programs to those states with NPDES Delegation.

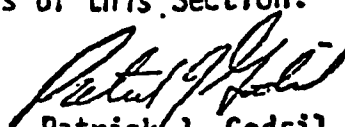
We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.


Robert Burm

SECTION CHIEF

DATE

4/20/92


Patrick J. Godsil

BRANCH CHIEF

DATE

4/20/82

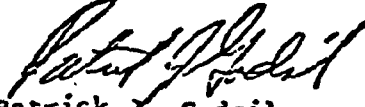
FUNCTIONAL STATEMENT	
FOR	
COMPLIANCE ASSURANCE	SECTION
COMPLIANCE	BRANCH
WATER MANAGEMENT	DIVISION

Plans and directs the enforcement related compliance activities for the National Pollutant Discharge Elimination System (NPDES) permit program. Initiates and coordinates investigations of alleged water quality violations. Recommends appropriate enforcement actions. Evaluates the compliance status of NPDES permittees with Clean Water Act requirements through the tracking and review of compliance schedule, effluent and reporting related permit information. Implements and maintains Enforcement Management System which includes the computerized Permit Compliance System and other related compliance information logs. Establishes goals and priorities for improving the degree of compliance and, with concurrence of supervisor, selects strategies and techniques for achieving compliance. Works in close cooperation with HQ in developing national strategies that impact the Regional office and delegated states. Responsible for quantity and quality of technical data and support of enforcement actions by integrating knowledge of municipal and industrial wastewater treatment processes, data collected by Environmental Services Division, information received from other programs, and reports submitted by outside sources. Provides and coordinates technical support in enforcement related meetings, informal actions, negotiations and court proceedings to achieve compliance with the Clean Water Act requirements. Coordinates Regional water compliance monitoring programs with the Environmental Services Division ^{AND STATES} to assure compliance with enforcement related activities of

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.

Douglas M. Skie 
SECTION CHIEF

DATE 4.20.82


Patrick J. Godsil
BRANCH CHIEF

DATE 4.20.82

(Form FS-S)

the Clean Water Act. In cooperation with other operating programs, designs, directs and coordinates routine inspections and enforcement surveys. Reviews and tracks State and EPA inspection reports. Provides ongoing assistance and guidance to personnel operating State NPDES compliance programs. Maintains continuous liaison with State personnel on current events and cases, and pertinent program issues via the SEAs and quarterly reviews. Monitors, reviews and supports the development of State compliance programs. Reviews States' application of the EMS to permit violations, analyzes trends in State response and, when needed, issues Notices of Violation (NOVs) and/or supplement State actions with Federal assistance. Serves as the focal point for the use of O&M related activities to improve or correct municipal NPDES effluent noncompliance problems. Also reviews draft permits from delegated and nondelegated states to insure consistency with enforcement related requirements. Insures that the public reporting requirements of the NPDES compliance program (Quarterly Noncompliance Report QNCR) are adequately fulfilled.

Functional Statement Drinking Water Branch

The Drinking Water Branch is responsible for the implementation of the Safe Drinking Water Act (SDWA) in Region VIII, including the public water system supervision and underground injection control (UIC) programs. The Branch also coordinates the implementation of the ground water policy within the Regional Office and facilitates its coordination in the states.

Public Water Systems Supervision Program (PWSS)

Responsibilities under the PWSS program include providing technical assistance on health effects of regulated and other significant contaminants in drinking water. For those states that have assumed primary enforcement authority the Branch is responsible for negotiation of PWSS elements in the State/EPA Agreement (SEA), preparing and processing grant agreements, preparation of guidance, and assisting the states in implementation of an effective program. In those States that have not assumed primacy the Branch is responsible for informing public water systems of program requirements and associated health risks, tracking compliance with regulations and providing follow-up on violations with appropriate measures.

Underground Injection Control Program (UIC)

The Drinking Water Branch administers a UIC permitting and compliance program in nonprimacy states. This includes maintaining inventories, conducting inspections, writing permits, follow-up on confirmed and suspected operating violations and initiating appropriate enforcement actions. In primacy states the Branch will be involved in providing program direction, supplying technical assistance as necessary, negotiating the annual SEA, and providing liaison support for the States and headquarters.

Other Responsibilities

Among other responsibilities, the Branch is the regional contact for all sole source aquifer petitions. The Branch also has lead regional responsibility for ground water contamination information and assistance. as necessary, the Branch will assist state and local officials through training courses and symposiums for both UIC and public water systems.

Functional Statement
Public Water Supply Section
Drinking Water Branch

The Section is responsible for implementing the Public Water System Supervision (PWSS) program in non-primacy states and on Indian Lands and for providing oversight of PWSS programs in primacy states.

In non-primacy states and on Indian Lands this responsibility includes maintaining inventories for community and non-community water systems, informing system managers and operators of program requirements, evaluating monitoring data, notifying public water systems of violations, providing violations follow-up and public notification, evaluating variance and exemption requests, performing sanitary surveys, providing technical assistance, and initiating appropriate enforcement and follow-up action.

In primacy states, the Section administers all PWSS program grants and provides oversight of the program including periodic reviews. The Section is also responsible for management of direct implementation PWSS monies for nonprimacy states and Indian Lands.

The Section is responsible for negotiation of SEA's for the PWSS program. The Section also tracks compliance with the SEA. The Section establishes program direction and assists Region VIII states in meeting program requirements.

The Public Water Supply Section is responsible for the maintenance of all data management systems for the PWSS program including all automated report preparation. The Section provides technical support to the Water Quality Management, RCRA, Construction Grants, NEPA, and NPDES programs as they relate to public water systems.

The Section is also responsible for local oversight of the Denver Water Reuse Grant, developing training materials for the PWSS program, coordinating the PWSS laboratory certification program with the Environmental Services Division, developing information for public distribution on specific issues, and maintaining contact with the Office of Research and Development. The Section performs and assists in special studies and provides technical assistance for the PWSS program in both primacy and nonprimacy states. The Section also investigates and provides technical assistance on waterborne disease outbreaks and drinking water emergencies impacting public h

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Public Water Supply Section
Drinking Water Branch

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In non-primacy states and on Indian Lands this responsibility includes maintaining inventories for community and non-community water systems, informing system managers and operators of program requirements, evaluating monitoring data, notifying public water systems of violations, providing violations follow-up and public notification, evaluating variance and exemption requests, performing sanitary surveys, providing technical assistance, and initiating appropriate enforcement and follow-up action.

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The Section is responsible for negotiation of SEA's for the PWSS program. The Section also tracks compliance with the SEA. The Section establishes program direction and assists Region VIII states in meeting program requirements.

The Public Water Supply Section is responsible for the maintenance of all data management systems for the PWSS program including all automated report preparation. The Section provides technical support to the Water Quality Management, RCRA, Construction Grants, NEPA, and NPDES programs as they relate to public water systems.

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Functional Statement
Groundwater Section
Drinking Water Branch

The Section is responsible for the administration of the Underground Injection Control (UIC) program in Region VIII. For non-primacy states and on Indian Lands, the Section is responsible for maintaining inventories of injection wells and aquifers, informing injection well operators of program requirements, preparing draft and final permits, evaluating compliance data, performing field investigations, follow-up on confirmed and suspected operating violations and instances of contamination, and initiating appropriate enforcement actions.

For states interested in primacy, the Section is responsible for developing delegation packages with the appropriate state agencies. Upon submission, the Section is responsible for conducting the regional review for completeness and effectiveness. The Section prepares recommendations to the Office of Drinking Water to accept or reject State primacy applications.

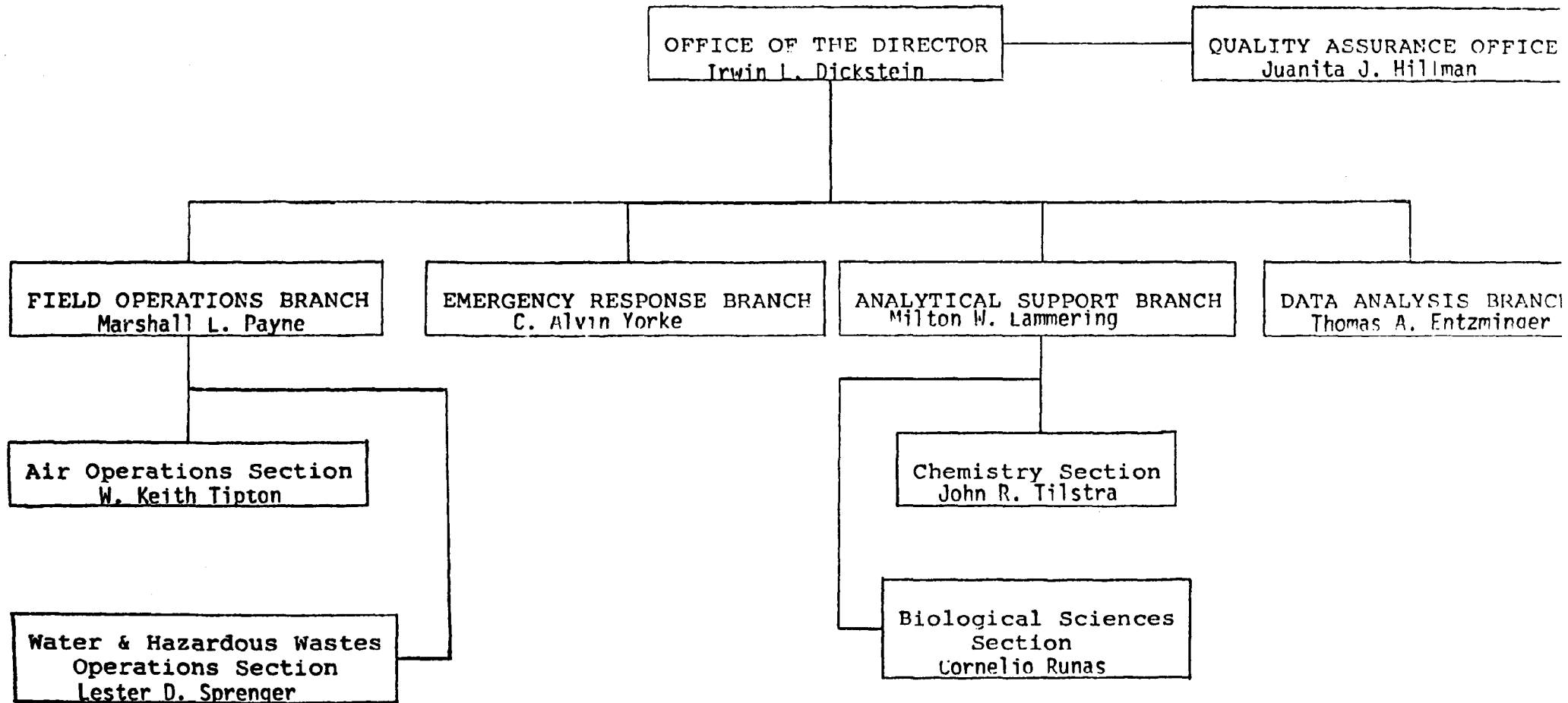
For delegated programs, the Section is responsible for assuring that the state program is in compliance with applicable laws and regulations. The Section is responsible for negotiation of SEA's for the UIC program, and for tracking compliance with the SEA's. The Section is responsible for setting program direction and working with the states to assure that underground sources of drinking water are protected. The Section has responsibility for administering UIC program grants to states and for the management of direct implementation monies under the UIC program.

The Section provides technical support to the groundwater efforts of the Water Quality Management, Construction Grants, NEPA, NPDES, RCRA and Superfund programs. The Section is also responsible for developing training materials for the Regional groundwater programs, for developing information for public distribution on specific UIC and groundwater issues, maintaining contact with the Office of Research and Development on groundwater, and for coordination with the Environmental Services Division on Quality Assurance for the groundwater program. The Section performs studies and provides technical assistance for groundwater protection problems affecting the entire Region, takes the lead role in implementing agency groundwater policy, and coordinating regional groundwater efforts.

The Section also has primary responsibility for administering the Sole Source Aquifer Program including conducting appropriate studies and making recommendations to the Administrator for action.

The Section is responsible for maintaining all data management systems for the UIC program, including implementation of National systems, development of necessary regional systems, maintenance of appropriate data bases, and preparation of status reports.

EPA REGION VIII
ENVIRONMENTAL SERVICES DIVISION



ENVIRONMENTAL SERVICES DIVISION

DIVISION OFFICE

<u>Title</u>		<u>Series/Grade</u>
Director	Dickstein	ES-0801-04
Associate Director	Schwab	GS-1301-14
Secretary	Tsikewa	GS-0318-07
Quality Assurance Officer	Hillman	GM-1301-13
Chemist	Staible	GS-1320-12
Chemist	Campbell	GS-1320-11
Document Control Officer	Richmond	GS-0301-11
Clerk-Typist	Jacobsen	GS-0322-04
Management Assistant	Mueller	GS-0344-07

EMERGENCY RESPONSE BRANCH

FIELD OPERATIONS BRANCH

ANALYTICAL SUPPORT BRANCH

DATA ANALYSIS BRANCH

<u>Title</u>		<u>Series/Grade</u>
Branch Chief	Yorke	GM-1301-14
Phy Scientist	Jones	GS-1301-13
Env Engineer	Nichols	GS-0819-12
Phy Scientist	Szabo	GS-1301-07
Engineering Aid	Mahoney	GS-0802-04
Secretary	Williams	GS-0318-05

Air Operations Section
(See Attached)

Water & Haz. Wastes
Operations Section
(See Attached)

Chemistry Section
(See Attached)

Biological Sciences Sec
(See Attached)

<u>Title</u>		<u>Series/Grade</u>
Branch Chief	Entzminger	GM-1301-13
Env Engineer	Sotiros	GS-0801-12
Env Engineer	Tabor	GS-0819-12
Comp Spec	Lewis	GS-0334-11
Statistician	Bell	GS-1530-12
Secretary	Jones	GS-0318-05
Comp Clerk	Zieche	GS-0335-04

ANALYTICAL SUPPORT BRANCH

<u>Title</u>		<u>Series/Grade</u>
Branch Chief	Lammering	GM-0819-14
Secretary	Sayre	GS-0318-05
Chemist	Beierl	GS-1320-12

Chemistry Section

<u>Title</u>		<u>Series/Grade</u>
Section Chief	Tilstra	GM-1320-13
Chemist	Tauer	GS-1320-12
Chemist	Manhart, Joan	GS-1320-12
Chemist	Saunders	GS-1320-11
Chemist	Curtis	GS-1320-11
Phy Science Tech	Bare	GS-1311-08
Phy Science Tech	Thompson	GS-1311-05

Biological Sciences Section

<u>Title</u>		<u>Series/Grade</u>
Section Chief	Runas	GM-0819-13
Aquatic Biologist	Parrish	GS-0401-12
Aquatic Biologist	McDonough	GS-0401-09
Microbiologist	Manhart, John	GS-0403-12
Phy Science Aid	Martin	GS-1311-05

FIELD OPERATIONS BRANCH

<u>Title</u>		<u>Series/Grade</u>
Branch Chief	Payne	GM-1301-14
R&D Coord	Nelson	GS-1301-13
Secretary	Gingerich	GS-0318-05
Clerk Typist	Martin	GS-0322-04

Air Operations Section

<u>Title</u>		<u>Series/Grade</u>
Section Chief	Tipton	GM-1301-13
Phy Scientist	Basbagill	GS-1301-13
Chemist	Helming	GS-1320-12
Env Engineer	Woljan	GS-0819-12
Phy Sci Tech	Cross	GS-1311-08

Water & Hazardous Wastes Operations Section

<u>Title</u>		<u>Series/Grade</u>
Section Chief	Sprenger	GM-0319-13
Biologist	Warner	GS-0401-12
Env Engineer	Byrne	GS-0819-12
Phy Scientist	Martinez	GS-1301-11
Phy Scientist	Ott	GS-1311-07
Phy Sci Aid	Inman	GS-1311-03

BRIEFING DOCUMENT
OF THE
ENVIRONMENTAL SERVICES DIVISION

Organization and Functional Overview
and
Recent Accomplishments

This document explains the activities performed by the Division and its relationship to the other organizations of Region VIII. Included is a description of recent accomplishments of the Division.

June 1983

ENVIRONMENTAL SERVICES DIVISION

I. GENERAL OVERVIEW

The Environmental Services Division (ESD - formerly the Surveillance and Analysis Division) was originally established in the regional organization to provide the region with the technical support necessary to carry out environmental control programs mandated by Federal legislation. The Division is responsible for providing environmental quality and pollutant parametric data required by the various operating programs of the region, and offers advice and technical assistance to state and local agencies. The Division is one of the few segments of the Agency which does work with the state and local agencies on a continuing basis, not in a purely advisory role but in a mode of aid and assistance.

The activities of the Division include the following:

- Monitoring the quality of the ambient environment including sample collection, laboratory analysis, and data analysis and evaluation.
- Source monitoring including sample collection, laboratory analysis, and data analysis and evaluation.
- Response to environmental emergencies.
- Insuring the quality of environmental data.
- Providing policy guidance and technical assistance to other Federal, state, and local agencies regarding these activities.

These activities are truly multimedia involving all the environmental media for which the EPA is responsible; namely, air, water, solid and hazardous wastes, pesticides and toxics. More detailed information on how these activities are performed in each media is presented below.

The Division recognizes that the quality of the data is equally as important as the quantity of data collected. To accomplish this a strong quality assurance effort has been established and maintained on data generated by the Agency and data provided for the Agency by the states, other Federal agencies, contractors, local communities and industries. Due to importance of having quality data for use in justifying Agency decisions, a separate section of this document is devoted to a discussion of our quality assurance effort.

One capability unique to the ESD in this Region is our expertise in radiochemistry. This capability and work effort is discussed in the last section.

The Division also provides the Region with a coordination representative with the Office of Research and Development. In this regard the representative serves as a focal point to maintain continual liaison with ORD and the National Environmental Research centers to assist Region VIII in the development and implementation of research programs related to pollution detection and abatement technology.

II. ORGANIZATION AND RESOURCES

The Division is organized as shown on Figure 1. The primary functions of the Branches and the personnel resources are described below.

Field Operations Branch - responsible for the design, management coordination and operation (in cooperation with other agencies) of monitoring studies, networks, and systems for collection of environmental parametric data and related information; conducts source monitoring (including sample collection) to determine compliance with Federal laws and regulations; provides the R&D coordination support.

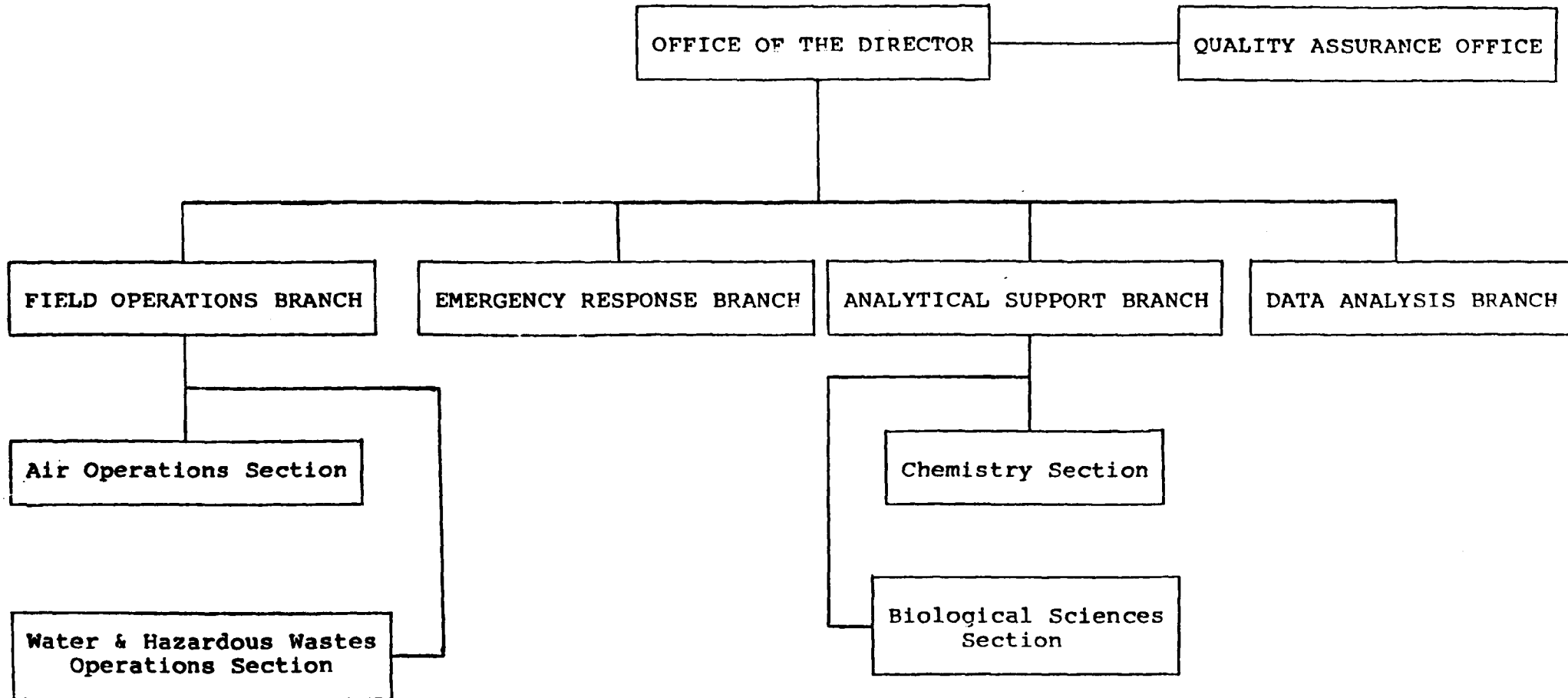
Analytical Support Branch - provides laboratory support in the form of physical, chemical, biological and microbiological analysis of water, waste, and aquatic biota samples; provides laboratory analysis of toxic substances and hazardous wastes; conducts specialized analyses such as fish bioassays and Ames Test to determine limits and effects of toxic substances.

Emergency Response Branch - monitors or directs (use of Federal funds) the containment and cleanup of releases of oil or hazardous substances, responds to other environmental emergencies such as air pollution episodes and natural disasters; conducts an oil spill prevention program; prepares contingency plan to facilitate response to emergency events.

Data Analysis Branch - edits, stores, and retrieves environmental data through national automated systems; analyzes and summarizes environmental data by use of mathematical and statistical techniques; and designs and develops techniques for characterizing environmental quality trends and progress which ultimately will support and direct management decisions.

In addition to the Branches there is a Quality Assurance Officer with two assistants, an Associate Division Director responsible for managing laboratory and field investigation contracts for uncontrolled hazardous waste sites (Superfund), an administrative officer and clerical personnel. All personnel except those in the Analytical Support Branch (ASB) and the Air Operations Section are located in the Lincoln Tower Building. The remainder are located at the Denver Federal Center. (Plans are currently underway to move other ESD units to the Federal Center.)

EPA REGION VIII
ENVIRONMENTAL SERVICES DIVISION



III. FIELD OPERATIONS BRANCH

Introduction

The Field Operations Branch provides the direction (including the design, management, coordination, and operation in cooperation with state and other federal agencies) of monitoring studies, networks and systems for the collection of environmental parametric data and related information regarding environmental quality, and conducts field programs to gather required information for the enforcement provisions of the various federal environmental acts. The Branch is responsible for implementing the quality assurance requirements for the air program data collection activities and cooperating with the Quality Assurance Office in implementing proper quality control procedures for all other media data collection activities.

The R&D Representative of the Branch provides the research and development coordination function for the Region, including the integration of regional programs' R&D needs, maintaining liaison with the office of R&D, and stimulating advanced technology utilization and transfer. Assists the programs in coordination with ORD to provide remote sensing applications to respond to identified program needs.

Other activities of the Branch include:

1. Provides assistance to the Emergency Response Branch in relation to air emergency episode activities, spill response, and other activities as required.
2. Works closely with the Data Analysis Branch for required input to environmental quality assessments and evaluations.
3. Conducts investigative air and water quality studies for regional programs and for federal, state or local agencies as per approved requests, and serves as project managers for contractual air and water monitoring efforts.
4. Provides on-site observations, audits, and certification activities to determine adequacy of self-monitoring performed by the regulated facility/entity.
5. Provides technical input and support to appropriate state personnel concerning testing, monitoring, and inspecting in carrying out delegated programs.
6. Provides technical services and support to other federal, state and local agencies in equipment purchases, calibration, siting, etc.

IV. ANALYTICAL SUPPORT BRANCH

CHEMISTRY SECTION

Introduction

The Chemistry Section is comprised of as relatively small staff of analysts with the major responsibility for the physical and chemical analysis of waste and environmental media samples. Such analytical support is of the "full-service" type with technical expertise available in the three major areas of chemistry: organic, inorganic and radiochemistry. Although analytical support to EPA program units is the Section's primary function, the staff has responsibility for a variety of additional activities:

- . Technical Assistance
 - .. Oral consultation and/or on-the-job training in the proper application of analytical methodology. Such assistance is provided to personnel from State and local agencies, other Federal agencies, and on a limited basis, private laboratories.
 - .. Analysis of waste/environmental samples in a "referee" status.
 - .. Analytical support to State programs in the event of State laboratory overload situations or cases requiring specialized expertise unavailable in the State.
- . Quality Assurance
 - .. Conduct of Performance Audit Inspections
 - .. Evaluation and certification of state drinking water laboratory programs (chemistry and radiochemistry).
 - .. Participation in numerous performance audit studies.

BIOLOGICAL SCIENCES SECTION

Introduction

The Biological Sciences Section is comprised of a small staff of professionals engaged in providing technical assistance and support to EPA Region VIII program activities, State programs and other Federal agencies. Such assistance and support are within two broad areas of technical expertise: aquatic biology and microbiology. Assistance forms range from oral consultation and advice to the conduct of intensive field studies (water sampling, benthic collection, etc.).

V. EMERGENCY RESPONSE BRANCH

Introduction

The Emergency Response Branch is responsible for insuring that spills of oil and hazardous substances in the Region are properly cleaned up. Accomplishments 1 and 2 describe two incidents which are illustrative of this work.

Since EPA personnel are rarely first-on-scene at a spill incident, we have been assisting in training programs to improve the response capability of state and local agencies. Accomplishments 3 and 4 describe two of these efforts.

In order for EPA personnel to maintain their preparedness to respond to environmental emergencies, an in-house training program has been developed. This program is described in Accomplishment number 5.

In addition to responding to environmental emergencies, the Branch does inspections to determine compliance with the Oil Pollution Prevention Regulations (40 CFR 112). These regulations are designed to prevent the discharge of oil into waters of the U.S. from non-transportation related facilities. Statistics related to implementing these regulations are provided in Accomplishment number 6. Statistics are also provided in that accomplishment with regard to the collection of civil penalties for the discharge of oil to U.S. waters. By Executive Order the U. S. Coast Guard has this responsibility. However, penalty collections are based on evidence collected by the Branch.

VI. DATA ANALYSIS BRANCH

Introduction

One important function of the Data Analysis Branch in regard to water quality data of surface waters in the region is to ensure that all local, state, and other federal agencies submit, in a timely fashion, the data collected by them for entry into the national STORET (STOrage and RETrieval) data bank. The Data Analysis Branch prepares an annual Water Quality Trends Report from these data. The Branch has the capability of integrating the wide base STORET system with the regional PDP 11 computer. All current parametric data for the thousands of ambient stations are tested and compared for exceedence of various beneficial use criteria (warm and cold water aquatic life, drinking water, irrigation, recreation and state standards).

The annual report identifies critical locations where state and federal criteria have been exceeded and where probable water quality use impairments exist. The report also provides the background for the state water quality assessments and priority management items included in the State/EPA agreements. Similar reports provide information to the states to assist them in preparing bi-annual Section 305(b) (Water Quality) Reports as required by the Clean Water Act.

During the course of time the region has acquired a minicomputer and recently the Division acquired a CALCOMP plotter. With the addition of these hardware items, the capabilities of the Data Analysis Branch are increasing and future efforts will be directed toward the more complex analysis of interrelationships of water quality and streamflow conditions. The Branch also responds to a substantial number of Freedom of Information Act requests for water quality data.

The Data Analysis Branch has responsibility for retrieving and analyzing air quality data which it stores in various national systems. The National Air Monitoring (NAMS) and the State and Local Air Monitoring (SLAMS) systems have been designated for storage of selected representative national sites where periodic air data are collected. The Storage and Retrieval of Aerometric Data (SAROAD) system contains ambient air quality data that have been collected, analyzed, and forwarded by private industry and various governmental agencies for storage by the Data Analysis Branch.

The Data Analysis Branch also prepares an annual Air Quality Trends Report in which summaries and statistical analyses of the ambient data are made to identify and report critical changes and problem situations. The Branch also serves as an intermediary in processing the "canned" national programs and providing summaries to state and local governments and to the public.

Specific technical support to the states is also provided through the AQDHS-II and EIS (Air Quality Data Handling System-II and Emission Inventory System).

Freedom of Information Act requests for various air quality reports are filled and consultation and programming assistance for analysis of air quality data are provided.

VII. QUALITY ASSURANCE OFFICE

Introduction

Over the past four years there has been a strong emphasis within EPA towards improving the quality of scientific data used in our decisions and demonstrating this quality through better documentation of our quality control and quality assurance (QA) programs. Agency policy, initiated by the Administration in memoranda of May 30, 1979 and June 14, 1979, requires participation in a centrally-managed QA program by all EPA laboratories, program offices, regional offices and those monitoring and measurement efforts supported or mandated through contracts, grants, regulations, or other formalized agreements. Mrs. Ann (Gorsuch) Burford endorsed the continuation of the agency's QA program.

To ensure that Region VIII's QA policy is uniformly applied a Quality Assurance Office (QAO) has been established and maintained under the general administrative direction of the Director of the Environmental Services Division. The QAO is responsible for managing the QA program for Region VIII. The QAO supervisor is the Regional Quality Assurance Officer. The QA authority for ambient air monitoring and air source monitoring is delegated to the QA Coordinator (air).

Within the ESD Division, the Quality Assurance (QA) activities administered by the Quality Assurance Officer include:

- review and approval of QA program and project plans;
- conduct of on-site evaluations (systems audits) of monitoring programs in air, water, and pesticides;
- the audit sample programs for water pollution, drinking water, radiochemistry and pesticides;
- alternate test procedures applications;
- providing technical assistance, publications, and QA guidance to the states and the regulated community.

Quality Assurance program activities for the State air programs and Prevention of Significant Deterioration (PSD) are included in 40 CFR Part 58. These regulations are being implemented successfully in Region VIII. Technical assistance to the States, local governments and industry is provided by the Division using the Air QA laboratory.

REGIONAL ACCOMPLISHMENTS
ENVIRONMENTAL SERVICES DIVISION

FIELD OPERATIONS BRANCH

Accomplishment #1: Air Programs Support

The major function of the Air Operations Section is to assess and improve the quality of air monitoring data used by the agency in making its enforcement and program decisions. To accomplish this, the section conducts various types of quality assurance audits to identify monitoring problems and offers technical assistance primarily to State agencies to prevent or correct problems.

Specific Accomplishments: In the past two years, the following has been accomplished:

1. conducted performance audits on approximately 250 ambient air monitors;
2. conducted approximately 40 site audits to verify proper siting of ambient monitoring stations;
3. visited each of the Region's 43 National Air Monitoring System (NAMS) monitors at least once to verify proper location;
4. conducted yearly ambient monitoring system audits of all six Region VIII State/Local Air Monitoring System (SLAMS);
5. provided audit materials, verification, and other technical assistance to SLAMS;
6. provided technical assistance to the City of Denver and State of Colorado for the 1982-83 Denver Carbon Monoxide Study;
7. conducted annual reviews of the six Region VIII State SLAMS quality assurance (QA) plans and network reviews;
8. reviewed and approved or disapproved approximately 24 prevention of significant deterioration (PSD) QA plans and monitoring plans;
9. conducted approximately 24 stack test observations and quality assurance reviews;
10. conducted approximately 24 continuous emission monitoring (CEM) performance specification test observations and quality assurance reviews;
11. conducted approximately 12 CEM performance or system audits;
12. conducted 4 CEM workshops for Region VIII State agencies.

Accomplishment #2: Remote Sensing Technology Support

In concert with EMSL-LV established Region VIII as a leader in the application of conventional and advanced remote sensing technologies to support Agency environmental assessment, enforcement, monitoring and planning activities. In coordination with BAW-WM Staff, identified and obtained remote sensing support for 36 hazardous waste sites in Region VIII. In concert with EMSL-LV held several meetings with regional staff to discuss remote technologies and their application. Arranged for annual EMSL-BAW-WM program/review meeting. Arranged for and established project to demonstrate the use of multispectral scanner techniques in evaluating the Marshall Landfill/Marshall Underground fire.

Accomplishment #3: ENVIROPOD Demonstration Project

In 1982, the Region, with support from the Office of Research and Development executed the first formal agreement between a state (Colorado) and EPA for purposes of transferring ENVIROPOD aerial photographic technologies to the States. The ENVIROPOD is to provide the states with inhouse aerial photographic capabilities to support various environmentally related state programs including emergency response, planning, enforcement, and monitoring activities. We are currently in the process of negotiating additional agreements within the States of Utah and Montana for 1983.

Accomplishment #4: Flat Tops Wilderness Acid Deposition Study - Colorado

The Flat Tops Wilderness Area is targeted as a deposition area for emissions anticipated from projected large-scale oil shale developments in western Colorado. The almost total absence of data on the chemistry and biology of lakes in excess of 10,000 feet of elevation in the Rocky Mountains raised some serious concerns about the vulnerability of these environments to increases in acid deposition. In response to these concerns, the Region in concert with the U.S. Geological Survey, initiated an intensive data collection effort for selected lake systems in the Flat Tops Wilderness Area. Data collected will contribute substantially to an understanding of the vulnerability of these systems to acid deposition with considerable transferability to similar high altitude environments. Further, the data will provide important input to the national lake sensitivity mapping program and should provide information essential to the development of long-term monitoring protocols for measuring the effects of acid deposition on aquatic systems.

Accomplishment #5: The Use of In-Situ Techniques for Water Quality Criteria Development

The validity of laboratory-derived water quality criteria for toxic metals has been the subject of considerable debate among both the academic and professional communities. Actual field data suggested that aquatic biota were capable of maintaining what appeared to be normal life cycles in waters where toxic metal concentrations were well in excess of established criteria.

In response to these criteria-related concerns Region VIII actively participated with the Office of Research and Development in site-specific metal toxicity studies in the States of Colorado and Montana. Data collected on the Montana site and selected other streams in the United States provided the basis for major policy changes in the development of water quality criteria for metals. The major changes place increased emphasis on the use of a combination of laboratory and in-situ, field bioassay procedures. Similar in-situ techniques were used to evaluate treatment requirements for ammonia. On two facilities alone the use of in-situ techniques has saved the taxpayer over \$5.5 million in additional treatment costs.

Accomplishment #6: Ambient Water Quality Monitoring Program

On an annual basis the states are vested for the purpose of reviewing their water quality monitoring program. Programs reviewed are the fixed station trend monitoring network, frequency of sampling, parameter coverage, intensive surveys, lake sampling, biological surveys and coordination effort the state has with Federal and local entities. This review effort is to encourage the States to implement monitoring strategies that will meet the priority issues defined for the water program.

Accomplishment #7: Compliance Inspections

The Water & Hazardous Wastes Operations Section provides the field inspection support to the program offices having responsibility for water and hazardous wastes enforcement.

Water Enforcement Inspections

	<u>FY81</u>	<u>FY82</u>	<u>FY83*</u>
Compliance Sampling Inspections	<u>92</u>	<u>58</u>	<u>35</u>
Compliance Evaluation Inspections	68	101	32
Performance Audit Inspections	11	38	14
Biomonitoring/Toxic Inspections	<u>22</u>	<u>20</u>	<u>1</u>
TOTALS	193	217	82

* Fiscal year 1983 thru March (mid year).

Hazardous Wastes Enforcement Inspections

	<u>FY81</u>	<u>FY82</u>	<u>FY83*</u>
Compliance Sampling Inspections	<u>1</u>	<u>9</u>	<u>6</u>
Compliance Evaluation Inspections	<u>45</u>	<u>87</u>	<u>105</u>
TOTALS	<u>46</u>	<u>96</u>	<u>111</u>

* Fiscal year 1983 thru March (mid year).

ANALYTICAL SUPPORT BRANCH

Accomplishment #1: The Development and Implementation of a Substantial Radiological Analysis Program.

Recognizing the lack of such assistance in EPA (particularly in support of the public water supply program), the Region VIII program was developed to support Region VIII programs as well as those of other Regions. Currently, assistance is being provided to Regions V, VII, and IX as well as to the Headquarters drinking water program. To the knowledge of the staff, this is a "one-of-a-kind" program among the regional laboratories.

Accomplishment #2: GC/MS Analysis System

The GC/MS analysis system has been developed to production status by the training of three operators. During the past year, GC/MS data (priority organic pollutants) have been generated for 12 Superfund sites.

Accomplishment #3: Partial Containment Laboratory

With Headquarters funding support, a partial containment laboratory is under construction. This laboratory will enable the regional laboratory staff to receive and process medium hazard samples on a low volume basis (limited number of samples per month). The laboratory should be operational by August, 1983.

Accomplishment #4: Chemistry Analysis Statistics

As shown in the attached table, the types of analyses conducted by the Chemistry Section staff cover a broad spectrum. During FY-82, approximately 5,000 analyses were conducted; a substantial number considering the small staff size. Comparatively, the fact that nearly 3,300 analyses have been completed during the first two quarters of FY-83 coupled with the traditional increase of sampling during the last two quarters of the fiscal year (optimal weather) indicate a significant increase in analytical support activities. This accomplishment will result despite a 10% reduction in the permanent staff size.

Based on the results of audit samples, "referee" laboratory data, and split sample analysis, the analytical data generated by the laboratory program have been verified to be of highest accuracy and reliability. It is felt that any reported result will withstand any challenge.

Parameter	<u>Analytical Output</u>	
	Fiscal Year 1982	First & Second Quarters Fiscal Year 1983
<u>Inorganic Chemistry(a)</u>		
COD	11	9
BOD	136	84
Solids (TSS/TDS)	413	340
Nutrients		
Nitrogen Species	212	193
Phosphate Species	78	18
Metals - ICAP (common)	452	350
Metals ---- Special AA (As, Se, Etc,)	297	143
Cyanide	128	123
Chloride	109	207
Bromide	8	-
Fluoride	60	102
Sulfate	117	174
Sulfide	24	28
<u>Organic Chemistry</u>		
<u>GC/MS Groupings:</u>		
VOA	108	22
Base Neutral Fraction	154	139
Acid Fraction	154	139
<u>GC Groupings:</u>		
Fingerprinting oils	19	-
PCB'S	277	271
Pesticides	423	46
Phenol	85	45
Oil & Grease	17	10
<u>Radiochemistry</u>		
Gross alpha	315	137
Gross beta	63	114
Uranium	623	247
Radium-226	267	112
Radium-228	-	10
Thorium	45	-

(a) Excludes the routine procedures such as pH, alkalinity, hardness, and specific conductivity.

Accomplishment #5: Aquatic Biology Program

- . Fish toxicology - conduct of fish bioassays (15 to 20 per annum)
 - collection of fish tissue samples (separately and in conjunction with state efforts) to document the levels of metals and organics in edible tissue.

<u>FY82</u>	<u>FY83 (to date)</u>
<u>17</u>	<u>1</u>

- . Benthics - processing benthic samples (collection, classification, and enumeration) from special studies, ambient monitoring programs, and EPA/State technical assistance projects

<u>Number of Projects</u>	<u>FY82</u>	<u>Number of Samples</u>
<u>2</u>		<u>90</u>

- . Intensive water quality studies
 - Flat Tops Acid Rain Study (FY82)
 - South Platte River Toxics Hot Spots Study (FY82-83)

Starting late in FY-82 and continuing in FY-83, the direction of the biology program was changed to provide more meaningful data and assistance.

- . Through FY82, fish bioassays were restricted to short-term, static tests conducted in the permanent laboratory at the Denver Federal Center. However, state-of-the-art methodology is the on-site, continuous bioassay. Accordingly, a concerted effort was started in the fall of 1982 to complete the self-contained, mobile bioassay van. Concurrently, continuous flow bioassay apparatus was fabricated for the permanent laboratory. These efforts have been completed and the program will now shift from the static procedure to the more definite continuous flow procedure.
- . During the past few years, EPA policy has called for the elimination of biological monitoring (benthics) from intensive water quality monitoring efforts. Total reliance was placed on physical and chemical quality measurements. Recognition is now given to the fact that this policy is not acceptable; biological data provide a direct measure of the condition and "health" of the water body in question. Section personnel always have advocated this position, but were unable to use their expertise in this area. However, with the implementation of the South Platte Toxics Hot Spots Study, ambient biological monitoring was reinstated as a regional monitoring tool. It will be given an expanding role throughout FY-83. For example, "upstream - downstream" water quality data are being collected in FY-83 for the total evaluation of selected NPDES effluent permits; such data will include biological measurements.
- . Since the aquatic biology programs of the various Region VIII States tend to be weak, it is anticipated that substantial assistance will have to be given as the states attempt to conduct ambient biological monitoring on a network basis.

The water quality report for the South Platte River study will be completed in June 1983. Tentative plans call for an intensive water quality study of the lower Jordon River during the summer of 1983. Considering the small size of the staff, one major water quality study per fiscal year is the limit.

Accomplishment #6: Microbiological Program

- Microbiological analysis (total and fecal coliforms) of drinking water supply and effluent samples.

FY-82

64

FY-83 (to date)

31

- Conduct of Giardia testing program in Region VIII; on-site sample collection and subsequent laboratory analysis. During FY-82, Giardia testing was conducted at 2 locations.
- Evaluation/certification of State and Federal microbiological laboratories; eleven in FY-82.
- "On-the-bench" training classes (typically 2 to 5 days) in microbiological principals and practices for state and federal laboratory personnel.

As explained below, these activities are expected to continue in the future, but with certain significant changes. Across-the-board, each activity is expected to show increased effort or constancy of effort as a minimum. For example, the evaluation/certification of microbiological laboratories has reached a plateau and should hold at the range of 10 to 15 for several years.

The microbiology program will exhibit one area of growth and one area of "new" capability during FY-83:

- Although total and fecal coliforms have been eliminated from the NPDES permits for municipal wastewater treatment plants, such measurements have been continued on selected effluents because of the environmental significance of such data. Starting in March, 1983, coliform measurements also will be made on ambient "upstream" and "downstream" samples collected in conjunction with NPDES effluent monitoring. This will increase the microbiological analysis workload by approximately a threefold factor (FY-82 versus FY-83).
- During FY-82, the AMES testing capability was developed for regional program support. This test, Salmonella/mammalian-microsome mutagenicity assay, is a short-term screening test used to screen environmental samples for mutagenic or potentially carcinogenic substances. It is anticipated that the processing of actual samples will begin in FY-83.

EMERGENCY RESPONSE BRANCH

Accomplishment #1: Response to Platte Pipeline Oil Spill Shoshone River, Byron, Wyoming

On August 2, 1982, Platte Pipeline Company (PPL) officials notified EPA of their loss of an estimated 1/4 million gallons of crude oil into Whistle Creek, a tributary of the Shoshone River, southwest of Byron, Wyoming. Pursuant to provisions of the Clean Water Act and the National and Regional Oil and Hazardous Substances Pollution Contingency Plans, EPA immediately activated the Federal response community, coordinated information and activities with the State of Wyoming and dispatched Federal investigators to the scene. The Wyoming Department of Environmental Quality (DEQ) also dispatched investigators to the scene. Under provisions of the Federal and State Contingency Plans, predesignated response officials are on call 24 hours per day to give advice, assistance and support to companies responsible for, and attempting to mitigate the effects of pollutant discharges. EPA officials also have authority to conduct containment and cleanup operations if the party responsible for the discharge does not take adequate response actions.

After arrival on scene, investigators found that viscous crude oil was flowing from a gash in the PPL 12-inch line into an adjacent irrigation ditch. Oil was flowing, via the ditch, to Whistle Creek about 1/2 mile away. Floating oil was being carried 11 miles down the Creek to the Shoshone River, 18 miles down the River to the Big Horn River, and entering the upper flood pool of the Yellowtail Reservoir, east of Lovell, Wyoming. PPL crews were installing a dam across the Creek to retard additional downstream oil migration and devices to contain and soak up the oil at the river delta and in the upper end of the reservoir. U. S. National Park Service crews assisted in the reservoir containment and clean-up operations. Wyoming Game and Fish Commission crews assessed wildlife and habitat impact. (No dead fish were found and only minor waterfowl loss was documented.)

After the containment devices were in place, oil recovery was accomplished by using vacuum trucks at selected recovery points and the liberal use of hand-labor along contaminated banks and shorelines. PPL, after revising the volume loss figure to 162,960 gallons, spent approximately 3 weeks on the cleanup operation, using as many as 100 cleanup personnel at one time.

Federal personnel investigating and monitoring discharge-related activities were directed by the EPA On-scene Coordinator (OSC). The OSC, in concert with his State counterpart, established a field command post at the Big Horn County Search and Rescue Headquarters in Lovell. The OSC managed the oversight involvement of personnel representing the Environmental Protection Agency, U. S. Coast Guard, National Park Service, Fish and Wildlife Service and the Bureaus of Reclamation and Land Management. His State counterpart managed the involvement of various state and local interests. All provided input, advice and assistance to PPL during twice-daily frank and open meetings at the command post. All concerns voiced by interested parties were addressed by the combined Federal, State, Local and PPL response forces such that the environmental insult was quickly rectified, leaving only minor, long-term effects to be monitored and documented.

Accomplishment #2: Cleanup of Amitrol Pesticide Spill near Arlington, Wyoming - First Superfund Immediate Removal Action in Region VIII.

On July 12, 1981, a transport truck was involved in a single vehicle accident on I-80, at Arlington, Wyoming, resulting in the release of an estimated 100 gallons of amitrol, an organic herbicide, into the roadside ditch. The concentrated herbicide had flowed about 650 feet downhill toward Rock Creek before Wyoming Highway Department crews were able to construct a dirt barrier in the drainage, providing a temporary block to further liquid movement. Rock Creek, at the foot of the drainage, flows through the Town of Arlington and is in part, the raw water supply for the nearby Town of Rock River. In addition, a down-gradient water well, which supplied drinking water to residents of Arlington, a Wyoming Highway Department housing area and a KOA campground, was threatened. The area was also experiencing severe afternoon thundershowers at the time of the accident. A substantial threat to surface and groundwater existed due to the continued presence of the concentrated herbicide due to possible percolation through the soil and instability of temporary dike across the drainage.

Because of the threat to public health and welfare, the Wyoming Department of Environmental Quality (DEQ) requested that the carrier perform an immediate cleanup. For several reasons, the company did not initiate the requested prompt cleanup action. DEQ then requested that EPA initiate Federal response and cleanup under provisions of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), more commonly known as "Superfund." Under provisions of CERCLA, whenever there has been a release of a designated hazardous substance which poses a substantial threat to human health and welfare or the environment, and the party responsible for the release does not take prompt action to mitigate the release effect, the Federal government can conduct appropriate cleanup or mitigative actions. The cost of cleanup, plus other possible expenses, is recoverable from the responsible party.

In response to the DEQ request, EPA, using the "Superfund", hired a local contractor to perform the necessary cleanup. On July 14, the contractor excavated the contaminated soil and removed it to a nearby designated sanitary landfill. He then refilled the roadside cavity and dressed the area. Contractor expenses amounted to \$6,313. The insurance carrier for the trucking company eventually reimbursed the Government for the full amount.

Quick invocation and use of response provisions of CERCLA allowed a potential public health threat to be rapidly terminated. Supportive working relationships between DEQ and EPA responders aided prompt resolution of the release event.

Accomplishment #3: RRT Training Exercise

On April 7 & 8, 1982, the EPA Regional Office and the U. S. Coast Guard Reserve Training Center (Yorktown, VA) conducted an On-Scene Coordinator/Regional Response Team Simulation at Denver, Colorado. The objective of this exercise was to allow the On-Scene Coordinator (OSC) and the Regional Response Team (RRT) to respond to a major hazardous substance spill through a gaming simulation exercise. In addition to involving the OSC and the RRT, the exercise extensively involved state and local agency personnel and representatives of private industry. The exercise used actual data, trains, waterways, environment, people, and organizational structures. The exercise event was simulated to be as realistic as possible. The exercise scenario involved a 60 car train derailment in the northern part of the Denver metropolitan area. A majority of the derailed cars in the scenario were carrying hazardous chemicals and were piled up along a local stream.

The day-long exercise required federal, state, and local emergency response agencies and private industry to work together to resolve the environmental emergency. During the day, new events were continually injected into the exercise to simulate reality. Over 160 people attended the exercise as either participants or observers.

Several significant benefits resulted from the exercise. First, considerable time was spent in planning the exercise. This preparation required researching the capabilities of government agencies and their normal modes of operation (the exercise was designed to simulate reality to the greatest extent possible). The results of this research was valuable in itself for future contingency planning in the Denver metropolitan area. Second, the exercise pointed out certain deficiencies in the capabilities of the response community to handle an event of the magnitude portrayed in the scenario if such an event were real. The recognition of these deficiencies has lead to some improvement in local contingency planning. Third, the exercise allowed all participants to gain a better understanding of the capabilities and limitations of the various parties in the response community. A one-half day debriefing was conducted after the exercise at which time the problems identified were discussed.

On April 3, 1983, a railroad car containing 18,000 gallons of nitric acid was punctured at a site approximately one mile from the location of the 1982 simulated exercise. The experiences of local, state, and Federal personnel during the simulated exercise were very valuable during response to the actual acid spill.

Accomplishment #4: Bi-monthly Spill Response Presentation at Colorado Training Institute for First On-Scene Responders

Since February 1980, the Emergency Response Branch has participated in presenting 19 training programs to about 700 students from local, state, Federal agencies, and industry as part of the Colorado Training Institute operated by the State of Colorado. The Institute conducts a two-week training session about every two months for personnel likely to be first on-scene at a hazardous substance spill.

The EPA portion of the training consists of a one day session involving classroom presentations, and an outdoor practical exercise. Subjects presented include Federal Laws and Regulations related to oil and hazardous substance spills, contingency planning, containment methods, and cleanup and disposal procedures. Case histories are used to illustrate these subjects. The outdoor exercise provides practical experience in using actual containment and cleanup equipment in a flowing stream.

Since EPA personnel are rarely the first to arrive at the scene of a hazardous substance spill, it is critical to have the first on-scene responders adequately trained. The Institute achieves this objective. The EPA presentation is designed to help these responders be aware of techniques for preventing or mitigating environmental damage as part of their response operations.

Accomplishment #5: Bi-monthly in-house safety

Regularly, every two months, the Emergency Response Branch (ERB) conducts in-house training for their personnel and others in the Environmental Services Division. The training consists of using respiratory and personnel protection equipment in a simulated environmental emergency.

This training allows personnel to maintain their proficiency in using safety equipment and in operating various environmental monitoring equipment. This equipment could be used in responding to incidents such as "midnight dumping" of hazardous wastes, investigating hazardous waste sites, chemical accidents involving trains, trucks and planes, and abandoned drums.

The safety equipment used includes Self Contained Breathing Apparatus (SCBA), various filter face masks and Protective Clothing. The SCBA is a face mask with its own portable air supply, commonly used by firemen. The protective clothing includes different types of rubber, rubberized cloth, and treated fabric suits.

The monitoring equipment is used to test for the following:

- Radiation exposure levels
- Organic (chemical) vapors
- Explosive atmospheres
- Toxic atmospheres
- Oxygen levels
- Acidity/Alkalinity of water
- Conductivity of water
- Temperature
- Wind speed and direction

Simulated emergency situations allow practice in decision making and appropriate use of equipment and manpower. These sessions are useful because they provide for familiarity in using personnel protection equipment and monitoring equipment. Familiarity and knowledge ensure safety and readiness.

Accomplishment #6: Program Statistics

<u>Item</u>	<u>FY81</u>	<u>FY82</u>	<u>First one-half FY83</u>
1. Number of SPCC Inspections	162	152	30
2. Number of Violations Documented	42	55	25
3. Compliance Achieved for Violations	42	55	25
4. Number of Oil Spill violations referred to US Coast Guard	47	37	17
5. Amount (\$) of Civil Penalties collected by US Coast Guard	2950*	14375	**

*Since July 1, 1981.

**Data not yet available from U. S. Coast Guard.

DATA ANALYSIS BRANCH

Accomplishment #1: Revised Publication of the Monitoring and Pollution Source Directories for Region VIII States

Before any meaningful comprehensive type of water quality analysis can be made it is essential that all relevant data be readily available in an orderly fashion. This is true regardless of whether the analysis involves station to station stream quality comparisons, construction grant reviews, NPDES permit studies, or studies of point or non-point source contributions. The Monitoring and Pollution Source (MAPS) Directory organizes monitoring stations and discharge point/areas in sequential upstream order according to the STORET river mile scheme. Basin directories have been prepared for each state in Region VIII. This document has an open ended design to facilitate the addition of other factors or sources which affect water quality.

It is also intended to serve as a working document for interested users who wish to enter additional sources, mileages, etc. The MAPS computer file can be updated directly from pages containing handwritten additions.

During 1982 the original document (which was in place a year before a similar national system - River Reach File), was completely updated and revised.

QUALITY ASSURANCE OFFICE

Accomplishment #1: Outstanding rating by 1982 Headquarter's audit

Headquarters audit in 1982 summarized the efforts of the Quality Assurance Office (QAO) as "outstanding". The QAO either met or surpassed all of the Quality Assurance Management Staff's (QAMS) agency wide Quality Assurance (QA) program requirements in all areas.

The 1982 official audit report cites the following summary of accomplishments:

"The Quality Assurance Officer (QAO) actively fosters quality assurance throughout the region. The region's QA program obtains excellent cooperation from the states and achieves outstanding quality assurance results. Region VIII has made the following major accomplishments:

- . The region has established a sound cooperative relationship with the states. Quality assurance has been addressed in the State EPA Agreements (SEAs) for the past four years.
- . The QAO has submitted a model QA program plan to QAMS for national use.
- . A full-time Document Control Officer for quality assurance, a DMRQA Coordinator and a Drinking Water Certification Officer have been appointed.
- . The region has implemented quality assurance procedures for the Federal Insecticide, Rodenticide and Fungicide Act (FIFRA) based on audits and performance evaluation samples. The region conducts pesticide audits and has developed performance evaluation samples containing pesticides in soil and also in oil.
- . The region developed guidance for corrective actions to be taken in the DMRQA program. Corrective actions are strongly implemented. The guidance exhibited by Region VIII is being adopted nationally."

Accomplishment #2: Increased the data acceptability of NPDES permittees performing poorly by 24 percent.

Under the Discharge Monitoring Report Quality Assurance (DMRQA) program the major permittees in Region VIII participated in two performance evaluation studies. The permittees were sent unknown (to the permittees) audit samples to analyze for those parameters monitored under their NPDES permit. Thirty-three permittees, not performing acceptably in the first study, were selected to receive technical guidance by means of on-site evaluations. These permittees increased their data acceptability by 24 percent in the next performance evaluation study.

Accomplishment #3: Corrective action guidance for Discharge Monitoring Report Quality Assurance (DMRQA) Program.

Under the DMRQA program, the major NPDES permittees received performance evaluation samples. Those permittees that did not perform acceptably were provided with a check sheet summarizing corrective actions to follow in locating their error, e.g., check your methods, check your calculations, check your instruments, etc. EPA Headquarters adopted Region VIII's guidance for corrective actions and is employing it nationally.

Accomplishment #4: Increased Quality Assurance (QA) audits by fifteen percent last year through cost effective scheduling of on-site evaluations.

The Quality Assurance Office (QAO) conducted 54 audits in FY-82. The type of audits conducted are as follows:

QA evaluations of all state programs, drinking water certifications (commercial laboratories in non-primacy states and state certifications), Performance Audit Inspections of major NPDES permittees, evaluations of grantees' QA procedures, and technical guidance. The program areas covered include inorganic and organic chemistry, QA documentation, document control procedures, pesticides, and hazardous waste. By scheduling these various types of audits according to geographical locations, the QAO was able to increase the number of QA audits by 15 percent over last year.

Accomplishment #5: Region VIII Quality Assurance Program Plan

Agency policy requires all EPA Regional Offices to participate in a centrally managed QA program and includes all monitoring and measurement efforts mandated or supported by EPA through regulations, grants, contracts, or other formalized means not currently covered by regulations. Each Regional Office is responsible for the preparation and implementation of a QA program plan to cover all environmentally related measurements activities. The region has an approved QA program plan signed by the Regional Administrator and concurred on by all the Division Directors that establishes Region VIII's QA policy. Region VIII's QA program plan establishes the overall policies, organizational objectives, and functional responsibilities designed to achieve data quality goals. The program plan met or exceeded all of the agency requirements.

Accomplishment #6: Quality Assurance Workshops

As a cost effective means of improving the Quality Assurance (QA) programs of more people, three QA workshops were held during FY-82 and the Quality Assurance Office participated in numerous technical meetings (presentations at the local American Chemical Society Section, Oil Shale Symposium, annual meeting of EPA Quality Assurance Officers, and state hazardous waste program directors).

Accomplishment #7: Quality Assurance Special Grant Conditions

By working with the states during on-site evaluations, SEA's and Quality Assurance workshops, the states in Region VIII are well on their way toward meeting the special grant conditions that have been imposed nationally by EPA headquarters for FY-83.

Accomplishment #8: Guidance for preparing Quality Assurance program plans

Nationally, the states are required to prepare a QA plan which describes their policies, organizational objectives and functional responsibilities designed to achieve data quality goals. In order to facilitate the Region VIII states meeting this requirement, the QAO prepared a generic QA program plan in which the states can fill in the blanks and submit. EPA Headquarters approved its use nationally.

Accomplishment #9: Quality Assurance procedures for FIFRA grants

The Quality Assurance Office has implemented the quality assurance procedures for FIFRA grant recipients in Region VIII based on audits and performance evaluation samples. (NEIC is responsible for all regions except Region VIII.)

Accomplishment #10: Region VIII Quality Assurance Guidance, Requirements and Procedures Manual

The Quality Assurance Office has prepared the manual "Region VIII's Quality Assurance Guidance, Requirements and Procedures Manual" Document Control #R8-QAO-82-GRPM-01 for regional use.

The manual discusses the requirements and procedures of implementing the Quality Assurance (QA) programs in Region VIII. The manual contains seven documents that describe the minimum requirements for water monitoring, trace organic analysis, microbiology, field sampling, data handling, QA documentation, and collection and analysis of pesticide formulation samples. Seven standard operating procedures were prepared and are included in the manual which address audits, document control, preparation of field spikes and duplicates, alternate test procedures, and laboratory accuracy checks. Two documents describing the certification program are in the manual.

VIII. BARRIERS

In general the accomplishments of the Environmental Services Division were achieved in spite of cuts over the last several years in positions and funds. In fact, as one can see from the accomplishments, output was increased.

A problem is developing in the area of RCRA and Superfund. The Environmental Services Division and the Region are expecting further cuts. At the present time the workload models indicate no resources for inspection or laboratory support. We are taking resources from other programs to support hazardous wastes. These other programs are also being reduced. If the Agency is going to meet its Congressional mandate in inspections and enforcement, these areas must be re-evaluated by Headquarters. The Region and the Agency will look bad to our public and Congress if we do not have an aggressive inspection, including sampling, and enforcement programs.

FUNCTIONAL STATEMENT
FOR
Environmental Services DIVISION

Provides management of resources which function to provide technical advice, investigations and laboratory support for the Region.

Provides an intergrated environmental quality data bank.

Conducts a coordinated environmental monitoring system in support of all regional programs.

Develops regional emergency pre paredness plans for all environmental emergencies and administers response activities related to these plans.

Evaluates and insures development of regional procedures such that the collection, transport, analysis, and processing of environmental quality data results in an accurate portrayal of environmental parameters.

Evaluates and provides advice to regional programs, states, other federal and local agencies and industries in the region in relation to quality assurance programs to insure that reliable data are generated in support of EPA environmental programs.

Develops and conducts quality assurance workshops, seminars, and training courses for regional entities generating environmental quality data.

Conducts quality assurance evaluations of participating laboratories within the region, which culminates in certification of these laboratories pursuant to environmental laws and regulations.

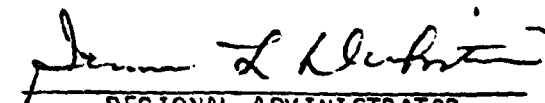
Provides, on a limited basis, the research and development coordination activites for the Region, including the intergration of Regional programs' R&D needs, maintaining liaison with the Office of R&D, and stimulating advanced technology utilization.

Participates in preparation of appropriate sections of State/EPA agreements.

We have agreed to the above functional statement as an accurate description of the Objective and duties of the Environmental Services division. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this division.


DIVISION DIRECTOR

DATE 4-22-82


REGIONAL ADMINISTRATOR

DATE 4-22-82

(Form FS-D)

FUNCTIONAL STATEMENT
FOR

QUALITY ASSURANCE SUPERVISOR

1. Coordinates, evaluates and provides advice to regional programs, states, other federal and local agencies and industries in the region in relation to quality assurance programs to ensure that reliable data are generated in support of EPA environmental programs.
2. Develops and conducts quality assurance workshops, seminars and training courses for regional entities generating environmental quality data.
3. Conducts quality assurance evaluations of participating laboratories within the region, which culminates in certification of these laboratories pursuant to environmental laws and regulations.
4. Develops, implements and maintains programs, practices and procedures to ensure acceptability of environmental data generated and processed such as from air, drinking water, water quality, solid and hazardous wastes, toxic substances, pesticides and radiation.
5. Ensures that the level of needed data quality is determined and stated before data generation efforts begin and that the environmental data generated and processed will be of the quality and integrity specified by each Quality Assurance Project Plan.
6. Reviews and approves Quality Assurance Plans developed by each environmental monitoring organization.
7. Participates in the planning of each environmental monitoring study, overviews the study and assesses the quality of the data generated, processed and reported.
8. Reports annually on quality assurance implementation and progress to the Quality Assurance Management Staff (ORD) and to Regional Management.
9. Acts as official Regional contact for all QA matters for Region VIII including QAMS, EPA Laboratories, program offices, and the Regional program's intramural and extramural environmental monitoring activities.

(continued on next page)

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.


Division Director

DATE 4-21-82


BRANCH CHIEF

DATE 4/21/82

FUNCTIONAL STATEMENT
FORQUALITY ASSURANCE SUPERVISOR
(continued)

10. Identifies and responds to QA needs, resolves problems, and answers requests for guidance or assistance.
11. Ensures that the QA program requirements are integrated into the overall State/EPA Agreement process.
12. Serves as the environmental monitoring clearinghouse in the preparations, implementation and revisions of all QA Program and Project Plans.
13. Conducts systems and performance audits of all environmental monitoring programs as resources and priorities allow.
14. Reviews permits, grants, contracts, interagency agreements and regional program activities that involve environmental monitoring to ensure and approve the acceptability of the QA activities.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.

DIVISION DIRECTOR

DATE _____

Deborah G. Hillman
BRANCH CHIEF

DATE 4/21/82

FUNCTIONAL STATEMENT

FOR

Field Operations

BRANCH

Environmental Services

DIVISION

Provides the direction of (including the design, management, coordination, and operation in cooperation with the state agencies) monitoring studies, networks, and systems for the collection of environmental parametric data and related information regarding environmental quality; and to conduct, again in cooperation with and assistance to state agencies, field programs to gather required information for the enforcement provisions of the various federal environmental acts.

Provides the research and development coordination activities for the Region including the intergration of regional programs' R&D needs, maintaining liaison with the office of R&D, and stimulating advanced technology utilization and transfer.

Cooperates with the Quality Assurance Coordinator in implementing proper quality control procedures for all data collection activites.

provides assistance to the Emergency Planning and Response Branch in relation to air emergency episode activities, spill response, and other activities as required.

Works closley with the Data Analysis Branch for required input to environmental quality assessments and evaluations.

Cooperates with the Interagency Regulatory Liaison Group (IRLG) in providing referral inspections to another agency for follow-up inspections by the other agency.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

James L. Clifton
DIVISION DIRECTOR

DATE 4-22-82

Marshall B. Payne
BRANCH CHIEF

DATE 4/21/82

(Form FS-B)

Air Operations _____ SECTION
Field Operations _____ BRANCH
Environmental Services _____ DIVISION

Provides technical assistance to states in development of state compliance and enforcement air monitoring programs.

14

FUNCTIONAL STATEMENT
FOR

Air Operations (continued)

SECTION
BRANCH
DIVISION

Provides on-site observations, audits, and certification activities to determine adequacy of emission self-monitoring performed by the regulated facility/entity.

Participates (as technical experts) in conferences relating to witnesses at hearings and in court.

Serves as project officers for contracts for inspections/testing utilized in support of air enforcement programs.

Provides technical input and support to appropriate state personnel concerning emission testing, monitoring, and inspection in carrying out delegated programs.

Provides technical services and support to other federal, state, and local agencies in equipment purchases, calibration, siting, etc.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.

Keith Tipton
SECTION CHIEF

DATE 4/21/82

BRANCH CHIEF

DATE _____

(Form FS-S)

FUNCTIONAL STATEMENT
FOR
Water & Hazardous waste Operations SECTION
Field Operations BRANCH
Environmental Services DIVISION

Directs water monitoring studies, networks, and systems for the collection of environmental parametric data.

Defines regional environmental water surveillance needs in conjunction with the Water Management Division.

Assists the states in developing water environmental surveillance programs based upon national, regional, and state monitoring strategy plans.

Reviews state programs and basin plans to evaluate the state's surveillance systems to assure that adequate trend data are being collected and that the information is meeting current needs.

Evaluates monitoring by others to determine adequacy of meeting the water environmental data needs of Region VIII.

Conducts water quality studies for regional programs and for federal, state, or local agencies as per approved requests and serves as project manager for contractual water monitoring efforts.

Designs, manages, and maintains, in cooperation with USGS and other federal agencies, the National Water Quality Surveillance Systems of Region VIII.

Conducts field investigations/inspections/monitoring (sampling and nonsampling) to determine compliance with appropriate permits and regulations in support of enforcement programs of the various environmental acts for the Water Management and Air & Waste Management Divisions.

Conducts specific case preparation surveys as requested.

Provides technical assistance to states in development of state compliance and enforcement monitoring programs.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.


SECTION CHIEF

DATE 4-20-82


BRANCH CHIEF

DATE 4/21/82

(Form FS-S)

FUNCTIONAL STATEMENT
FOR
Water & Hazardous Waste Operations SECTION
BRANCH
DIVISION

Provides on-site observations, audits, and certification activities to determine adequacy of effluent self-monitoring performed by the regulated facility/entity.

Participates (as technical experts) in conferences relating to witnesses at hearings and in court.

Serves as project officers for contracts for inspections/testing utilized in support of enforcement programs.

Provides technical input and support to appropriate state personnel concerning testing, monitoring, and inspecting in carrying out delegated programs.

Provides technical services and support to other federal, state, and local agencies in equipment purchases, calibration, siting, etc.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.


SECTION CHIEF

DATE 4-21-82

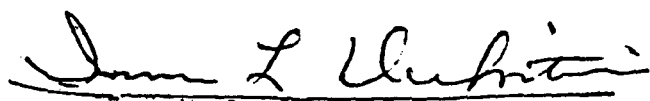

BRANCH CHIEF

DATE 4/21/82

(Form FS-S)

FUNCTIONAL STATEMENT
FOR
EMERGENCY RESPONSE BRANCH, ENVIRONMENTAL SERVICES

1. Develops Region VIII emergency response plans, which provide integrated approaches to emergency situations. Response plans are developed for:
 - Natural disasters (floods, earthquakes, tornadoes)
 - National defense emergencies (nuclear attack)
 - Air pollution episodes (air stagnation periods)
 - Release of oil and hazardous substances
 2. Directs and coordinates regional response to emergency situations in accordance with response plans.
 3. Provides assistance to the Federal Emergency Management Agency (FEMA) upon their request in responding to natural disasters.
 - Coordinating all EPA response activities and providing EPA liaison with FEMA
 - Preparing preliminary estimates of damage to public utilities and providing technical assistance to governmental entities
 - Preparing "Damage Survey Reports" and "Reports of Final Completed Work Inspection."
 4. Assists the Regional Administrator, during National Defense Emergencies, in implementing provisions of the EPA Regional Emergency Readiness Plan.
 5. Implements with the support of other Divisions, the "Regional Air Pollution Episode Avoidance Plan" during air pollution episodes.
 6. Provides response to oil and hazardous substances releases in accordance with National and Regional Spill Contingency Plans.
 7. Implements the provisions of the oil and hazardous substances pollution Prevention regulations.
 8. Conducts field investigations of pollution problems that are of an emergency nature, hazardous nature or require immediate attention. Investigation includes identifying the source and magnitude of the pollution and the actions required for abatement.
- We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.



DIVISION DIRECTOR

DATE 4-21-82



BRANCH CHIEF

DATE 4/21/82

FUNCTIONAL STATEMENT
FOR
EMERGENCY RESPONSE BRANCH
(continued)

9. Maintains coordination and liaison with other regional office personnel where programs relate to emergency activities.
10. Secures and maintains equipment necessary for emergency response activities.
11. Provides situation reports to Regional Administrator during an emergency situation. This activity includes situation displays as appropriate, depending upon the nature and magnitude of the emergency situation.
12. Reviews environmental emergency response plans developed by states. Provides assistance to these agencies in plan development and improving their capability to respond to emergency situations.

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DIVISION DIRECTOR

DATE _____

C. Allen Yahr

BRANCH CHIEF

DATE 4/21/82

FUNCTIONAL STATEMENT
FOR

Analytical Support
Environmental Services

BRANCH
DIVISION

Provides analytical support to Region VIII programs and to other Federal, State and local agencies.

Develops and implements an internal analytical quality control program to insure the accuracy and reliability of data generated by the Branch.

Provides technical support and assistance to the Regional Quality Assurance Officer in the implementation of regional quality assurance program.

Provides assistance to the Operations Branch in the conduct of NPDES Compliance inspections and other technical surveys.

Provides technical consultation and expert advice to other regional programs on matters concerning analytical support and the planning and implementation of intensive water quality studies particularly aquatic biology.

Technical assistance to the regional radiation program - evaluation of data and the review of EIS material - is conducted out of the Branch office.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.


DIVISION DIRECTOR

DATE: 4-20-82


BRANCH CHIEF

DATE April 20, 1982

(Form FS-B)

FUNCTIONAL STATEMENT

FOR

Biological Sciences

Analytical Support Branch

Environmental Services

SECTION

BRANCH

DIVISION

1. Provides advice and instruction to other Federal, State and local agencies on techniques and application of biological and microbiological methods and procedures and field sampling techniques for the design and conduct of intensive water quality studies.
2. Conducts specialized biological analyses-fish bioassays (laboratory and field) to determine limits and effects of toxic substances, algal assays to define nutrient control needs, and benthic studies to determine stream conditions.
3. Conducts microbiological analysis of drinking water supplies and effluents in support of regional and state regulatory programs. Conducts specialized microbiological analyses - Ames test, Giardia, Salmonella in support of regional and State regulatory programs.
4. Conducts evaluations of State, local and private microbiology and biology laboratories to determine capabilities and adherence to standard analytical and quality control practices.
5. Develops and implements an internal quality control program for microbiology, aquatic biology, and field sampling activities. Conducts intensive field surveys in support of regional and State regulatory programs.
6. Provides technical assistance to States in the conduct of biological investigations of ambient waters (intensive surveys and or long term monitoring stations.) Assistance involves technical advice, participation in the field sampling efforts,

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SECTION CHIEF

DATE

4/20/82


BRANCH CHIEF

DATE

4/20/82

(Form FS-S)

FUNCTIONAL STATEMENT
FOR


<u>Biological Sciences</u>	SECTION
<u>Analytical Support Branch</u>	BRANCH
<u>Environmental Services</u>	DIVISION

6. (continued) and biological analysis of collected samples (identification and enumeration.)

7. Provides limited assistance to Field Operations Branch in the conduct of NPDES and RCRA compliance inspections and other surveys.

8. Provides technical consultation to other regional programs on matters of waste permits, water quality standards, and capabilities for self-monitoring by municipal and industrial dischargers, and other areas as appropriate.

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SECTION CHIEF

DATE

4/20/82

BRANCH CHIEF

DATE

(Form FS-S)

FUNCTIONAL STATEMENT
FOR

CHEMISTRY

ANALYTICAL SUPPORT

ENVIRONMENTAL SUPPORT

SERVICES

SECTION

BRANCH

DIVISION

1. Provides analytical support in the form of chemical (organic and inorganic), physical, and radiological analysis of ambient air, ambient water, liquid effluents, foodstuffs, hazardous wastes, pesticides residues, and biological samples to Region VIII programs and to other federal, state and local agencies. A major effort in this regard is support of NPDES and RCRA compliance monitoring and support.
2. Using specialized equipment (e.g. inductively-coupled plasma emission spectrograph and Gas Chromatograph/Mass Spectrometer), conducts limited "toxic substances" analyses of environmental media and effluent samples in support of EPA regional and national program efforts.
3. Develops special techniques for analysis of complex environmental samples.
4. Develops and implements an internal analytical quality control program to insure the accuracy and reliability of data generated by the Section.
- 5.. Provides technical support and assistance to the Regional Quality Assurance Coordinator in the implementation of regional quality assurance programs, this includes:
 - Technical advice and consultation to participating laboratories (other federal, state local and commercial) in analytical quality control programs to insure the generation of valid data.
 - On-site evaluations of laboratories receiving EPA funds or requesting certification under the provisions of the Safe Drinking Water Act.

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John R. Pilstra
SECTION CHIEF

DATE

4/19/82

W. H. Lamm
BRANCH CHIEF

DATE

4/20/82

(Form FS-S)

FUNCTIONAL STATEMENT
FOR

CHEMISTRY

ANALYTICAL SUPPORT

ENVIRONMENTAL SUPPORT

SECTION

BRANCH

DIVISION

Services

--Technical review and recommendations on requests for alternate test procedures
--On-site evaluations of State Field sampling programs (water quality)

6. Provides limited assistance to the Operations Branch in the conduct of NPDES and RCRA compliance inspections and other surveys.

7. Provides technical consultation to other regional programs on matters of waste permits, water quality standards, and capabilities for self monitoring by municipal and industrial dischargers, and other areas as appropriate.

8. Provides technical assistance to the regional radiation control program. Environmental Statements for uranium mining and milling projects are reviewed; field studies are conducted to evaluate specific water quality impacts attributable to liquid effluents from "nuclear" facilities (uranium mines, uranium mills, Rocky Flats weapons plant, etc.)

9. Maintains a limited analytical capability for the analysis of naturally occurring radionuclides in environmental media and waste streams.

10. Conducts on-site evaluations of radiochemistry laboratories receiving EPA funds for data generation.

We have agreed to the above functional statement as an accurate description of the objective and duties of this section in relation to the overall functions of the Branch, Division and Station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis of this Section.

SECTION CHIEF

DATE

BRANCH CHIEF

DATE

(Form FS-S)

FUNCTIONAL STATEMENT
FOR
DATA ANALYSIS BRANCH, ENVIRONMENTAL SERVICES

Strives to achieve the goals of complete data management by serving as the collection center for parametric data and providing storage, retrieval and analytical services.

2. Responsible for data quality, completeness and consistency coordination.
3. Designs and develops techniques for characterizing environmental quality trends and progress.
4. Develops imaginative and appropriate reporting and display formats, for example, Environmental Profiles.
5. Performs environmental quality analyses and prepares subsequent papers and reports.
6. Interprets results of analyses and prepares subsequent papers and reports.
7. Acts as the parametric data reception center and repository.
8. Performs data encoding - input/output editing, and storage and retrieval.
9. Functions as the systems and user interface for parametric systems (to states and Headquarters units).
10. Provides technical assistance to states, other federal agencies, and Headquarters units.
11. Performs scientific computer programming to support analyses and studies.
12. Provides data file access and data manipulation.
13. Assists in utilizing existing environmental models.
14. Provides math and statistical analysis, consulting, and review.

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DIVISION DIRECTOR

DATE 4-21-82


BRANCH CHIEF

DATE April 21, 1980

ENVIRONMENTAL PROTECTION AGENCY
MONTANA OFFICE

OFFICE OF THE DIRECTOR

<u>Title</u>	<u>Series/Grade</u>	<u>Name</u>
Director	GM-819-14	Montgomery, Acting
Sec-Steno	GS-318-6	Clevenger
Student Aide	GW-322	Delong

WATER PROGRAMS

AIR, PESTICIDES & HAZARDOUS WASTE PROGRAMS

<u>Title</u>	<u>Series/Grade</u>	<u>Name</u>
Chief Harris, Acting	CO-05	Engle, Acting
Clk-Typ	GS-322-4	Ashworth

<u>Title</u>	<u>Series/Grade</u>	<u>Name</u>
Chief	GS-819-13	J.
Clk-Typ	GS-322-4	Geier

Construction Grants

Air State Implementation Plan (SIP)
and Air Compliance

Env Eng GS-819-12 Boyter

Air Pro Spec. CO-05 T. Harris
Env Eng GS-819-11 Sinnott

Water Quality Management/
Construction Grants

Solid And Hazardous Waste
(including Superfund)

Env Eng GS-819-12 Potts

Env Eng GS-819-12 J. Harris
Phy Sci GS-1301-11 Shanklin
Env Eng CO-05 Dunn

Drinking Water/UIC

Env Eng CO-05 Engle

Indian Programs Coordinator/
Special Studies/
Surveillance and Analysis

Phy Sci GS-1301-12 Vacant

Water Compliance

Env Eng GS-819-12 Fox

NEPA

Phy Sci GS-1301-12 Taylor

Grants Administration

Grants Spec GS-301-9 Doan

FUNCTIONAL STATEMENT
FOR
MONTANA OFFICE DIVISION

A. Director

- Responsible for the overall administration, coordination and liaison for EPA programs in Montana.
- Under supervision of the Regional Administrator directs State/EPA Agreement activities.
- Responsible for implementing EPA Region VIII policy for program matters in Montana.
- Assumes lead responsibility on conducting EPA oversight responsibility for all delegated activities.
- Responsible for the review and preparation of Environmental Impact Assessments and Statements and Special Environmental Studies funded by EPA.
- Acts as EPA focal point for International Boundary issues between Canada and Montana.

B. Environmental Evaluation

- Coordinates NEPA related work in Montana.
- Performs Project Officer duties on the Flathead Environmental Study.
- Performs Project Officer duties on Section 201 EIS's.
- Acts as 404 Contact with EPA Region VIII.

We have agreed to the above functional statement as an accurate description of the Objective and duties of the MONTANA Division. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this division.

Max H. Erickson
DIVISION DIRECTOR

DATE 4/17/82

James L. Hefner
for S. Hefner
REGIONAL ADMINISTRATOR

DATE 4-16-82

(Form FS-D)

C. Grants Administration

- Coordinates preparation of annual State/EPA Agreement under the guidance of appropriate Regional staff.
- Responsible for grants administration of EPA grants for Montana.
- Tracks legislative proposals and prepares regular reports for dissemination in EPA Region VIII.

FUNCTIONAL STATEMENT
FOR
AIR, PESTICIDES & HAZARDOUS WASTE BRANCH
MONTANA OFFICE DIVISION

A. Air

- Act as a focal point in EPA for the State Implementation Plan (SIP), Prevention of Significant Deterioration (PSD), and air quality monitoring.
- Support the State of Montana's efforts to develop revisions to the Montana SIP.
- Provide direction to the State of Montana on the requirements which must be included in any SIP revisions.
- Negotiate realistic goals with the Air Quality Bureau to guide their air quality program.
- Evaluate SIP submittals. Provide comments to Montana. Develop SIP action package.
- Correct any SIP deficiencies if not corrected by State and promulgate the corrections if needed.

B. Program Grants - Indian Activities

- Administer the State 105 Grant. Provide assistance and direction to Indian Tribes in developing and implementing air programs.

C. Air Compliance

- Overview Montana's air compliance program.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Mark H. Deaton
DIVISION DIRECTOR

DATE 4/14/83

Kenneth L. Albright
BRANCH CHIEF

DATE 1/20/82

(Form FS-B)

- Ensure that appropriate enforcement action is taken against all significant violators of the State Implementation Plan.
- In conjunction with the appropriate Divisions of Region VIII, issue notices of violation to Montana upon the determination that a significant violation has occurred.
- In cases where Montana does not proceed with an appropriate enforcement action or if requested by Montana provide technical support in EPA enforcement actions.
- Perform air compliance overview inspections on State inspected sources.
- Perform complete air compliance inspections on Indian reservation sources.
- Evaluate and guide Montana's air monitoring program with technical assistance from the Environmental Services Division to the Montana Air Quality Bureau.
- Overview State air permit activities including PSD once it has been delegated. Provide guidance on permit activities to ensure Federal requirements are met. Review and comment on permit program until the PSD program is delegated. Coordinate activities between the State and the Regional Office.
- Coordinate all enforcement activities.
- Review Montana's inspections of major sources; provide comments on adequacy of State inspections; assist Montana in improving their inspections.

D. Pesticides - Toxics

- Administer and overview the Montana Pesticides Grant and Enforcement Agreement.
- Administer Indian pesticides grants.
- Support and guide Tribal pesticide programs within Montana.
- Assist Montana in performing their responsibilities through training, technical guidance and inspections.
- Coordinate all pesticides activities in Montana between the State and Region VIII.
- Ensure effective and expeditious enforcement actions on all significant violations.
- Perform toxics inspections.
- Coordinate all toxic related matters with Montana and provide technical assistance as required.

E. Hazardous and Solid Waste

- Administer the hazardous waste grant in Montana.
- Provide all necessary assistance to Montana in developing a hazardous waste program. Coordinate interim and final authorization.
- Coordinate all special assistance programs with the Solid Waste Bureau.
- Respond and coordinate technical assistance requests.
- Assist in the review and evaluation of hazardous waste disposal sites.
- Inspect hazardous waste facilities and provide technical support for enforcement actions.
- Review and negotiate state solid and hazardous waste plans.
- Negotiate and overview hazardous waste commitments in State/EPA Agreement.
- Provide technical guidance to State in permit writing, inspection activities and hazardous waste facility siting.
- Coordinate and provide assistance in support of Indian solid waste and hazardous waste planning activities.

F. Emergency Response - CERCLA (SUPERFUND)

- Provide initial EPA response to hazardous waste emergencies. Provide information to Regional Office for follow-up. Any continuing on-scene coordination activities will be handled by Regional Office.
- Assist on-scene coordinator as necessary.
- Investigate, document and monitor containment, counter measures, removal, and mitigation actions pertaining to oil and hazardous material spills where Regional on-scene coordinator is not required.
- Coordinate with State on emergency activities.
- Provide guidance and direction to State in support of emergency response planning.
- Direct the remedial activities of CERCLA in Montana. Coordinate, negotiate and overview State participation.
- Inform Region of all activities on remedial and emergency activities.

FUNCTIONAL STATEMENT
FOR
WATER PROGRAMS BRANCH
MONTANA OFFICE DIVISION

A. Program Grants

- Provide EPA Project Officers for Section 106 Program Grant and Section 205(g) Program Grant.
- Transmits operating guidance and negotiates State/EPA Agreement (SEA) priorities with the State.
- Process grant documents.
- Monitor State progress.
- Coordinate Regional and Montana Office review of program activities, materials and program outputs.

B. Water Quality Management

- Provide advice and assistance to the staff of the State Environmental Regulatory Agency on planning and conduct of the State's water quality planning programs.
- Coordinate with EPA Region VIII the review of State promulgated water quality standards.
- Act as Water Quality Management Project Officer.
- Coordinate and advise other Federal agencies on the planning activities of the State and EPA.
- Represent EPA in conferences, seminars and professional meetings.
- Participate on Water Resource Council Level B studies.
- Participate on appropriate task forces and committees pertaining to all nonpoint source categories.

We have agreed to the above functional statement as an accurate description of the objective and duties of this branch in relation to the overall function of the division and station. This statement reflects the changes brought about by the Reorganization of 1981 and is approved for use as the focal point of the workload/workflow analysis for this Branch.

Max H. Oelsner
DIVISION DIRECTOR
DATE 4/19/82

Richard D. Montgomery
BRANCH CHIEF
DATE 4/20/82

C. Monitoring and Evaluation

- Provide guidance and support to the State on the preparation of the Section 305(b) report.
- Provide assistance to the QA Officer in yearly laboratory evaluation including quality assurance.
- Provide and coordinate technical assistance on special water quality evaluation and monitoring techniques.
- Act as EPA liaison to Water Resources Division, Montana District Office of USGS, FS, BLM, and other federal agencies.

D. Construction Grants and Municipal Operations

- Monitor State's activities to ensure compliance and performance under the 205(g) Delegation Agreement.
- Provide technical direction and day-to-day guidance to State grants program office.
- Maintain program management responsibilities for all construction grant activities not delegated to the State under a formal delegation agreement.
- As appropriate, review and finalize preliminary environmental assessment prepared by the State and prepare Findings Of No Significant Impact.
- Review and recommend approval/disapproval of all grant awards and amendments.
- Serve as advisor to the State Water Pollution Control Agency, municipal and private consulting engineers on the functional design, operating standards and adequacy of proposed wastewater treatment facilities.
- Attend meetings of professional engineers, public officials and other interested organizations and provide updated guidance.
- Ensure that all professional standards are met on construction grant applications and amendments.
- Provide information to other Federal agencies authorized under existing law to provide assistance needed, such as FMHA, EDA, HUD and SBA.
- Responsible for amending Section 205(g) agreement when appropriate.
- Review annually State capability and competency in regard to present staffing and salary levels to carry out its responsibilities.
- Assist the State in continuing construction grants training programs.
- Provide and coordinate operation and maintenance technical assistance as requested.
- Participate in operators training program as requested.

E. Discharge Permits

- Implement and evaluate compliance assurance program in cooperation with the State of Montana and Regional Office.
- Determine compliance of permittee with effluent limitations, schedules, self-monitoring and other special requirements.
- Assist State of Montana in review of Montana Pollutant Discharge Elimination System (MPDES) permit applications.
- Conduct compliance evaluation overview inspections on State permitted discharges.
- Conduct facility inspections for compliance with all pollution prevention regulations (40 CFR 112).
- In cooperation with the State, assist in developing and carrying out a statewide effluent monitoring program.
- Prepare technical reports as necessary.
- Review waste discharge permits drafted by the State.
- Assist in correct interpretation and application of effluent guidelines.
- Assist in planning and accomplishment of special investigations conducted by the State or other water pollution control agencies.
- Conduct all aspects of NPDES permit program on American Indian reservations.
- Maintain liaison with EPA Region VIII on major Section 404 issues.

F. Drinking Water/UIC

- Provide guidance and oversight on the State Public Water Systems Supervision Program.
- Directs implementation of the UIC program in Montana.
- Implement all aspects of Safe Drinking Water Act on Indian reservations.
- Provide Project Officer for all Federal financial assistance authorized under the Safe Drinking Water Act.

EPA ACRONYMS

AAQS	-	Ambient Air Quality Standard
AC&C	-	Abatement, Control and Compliance (Appropriation)
ACIR	-	Advisory Committee on Intergovernmental Relations
AEROS	-	Aerometric and Emissions Reporting System
AIAA	-	American Institute of Aeronautics and Astronautics
AIRS	-	Aerometric Information and Retrieval System
APEX	-	Air Pollution Control Exercise
APTD	-	Air Pollution Technical Document
APTI	-	Air Pollution Training Institute
AQCR	-	Air Quality Control Region
AQDHS	-	Air Quality Data Handling System
AQPS	-	Air Quality Planning and Standards
ARCB	-	Agricultural Research Center, Beltsville, Maryland 20705
ASA	-	Air Stagnation Advisories
ASPA	-	American Society for Public Administration
ATD	-	Applied Technology Division
AUTOMAP	-	Automatic Map Data Project
AWMD	-	Air and Waste Management Division
BACT	-	Best Available Control Technology
BAT	-	Best Available Technology
BOA	-	Basic Ordering Agreement
BOAC	-	Billed Office Address Code
BOPF	-	Basic Oxygen Process Furnace
BP	-	Blue Plains D. C. Pilot Plant, Washington, D. C.
CAA	-	Clean Air Act
CAMP	-	Continuous Air Monitoring Program
CDHS	-	Comprehensive Data Handling System

CDM	- Climatological Dispersion Model
CDS	- Compliance Data System
CERCLA	- Comprehensive Environmental Response, Compensation and Liability Act (1980) (Superfund)
CEQ	- Council on Environmental Quality
CFR	- Code of Federal Regulations
CGIS	- Construction Grants Information System
CIS	- Chemical Information System
CO	- Carbon Monoxide
COE	- Corps of Engineers
COEPR	- Commissioned Officer Efficiency and Progress Report
CPDD	- Control Programs Development Division
CSC	- Computer Sciences Corporation
CWA	- Clean Water Act
DAO	- Durham Accounting Office
DAS	- Division of Atmospheric Surveillance
DCO	- Durham Contract Operations
DCP	- Department of Chemistry and Physics
DCS	- Division of Control Systems
DEA	- Diethanolamine
DER	- Division of Ecological Research
DHER	- Division of Health Effects Research
DM	- Division of Meteorology
DOHM	- Division of Oil and Hazardous Materials
DRCOG	- Denver Regional Council of Governments
DSSE	- Division of Stationary Source Enforcement
EEO	- Equal Employment Opportunity
EGD	- Effluent Guidelines Division

EGR	- Exhaust Gas Recirculation
EIS	- Environmental Impact Statement
	- Emissions Inventory System
EMB	- Emission Measurement Branch
EMS	- Enforcement Management System
EMSU	- Environment Meterological Support Unit
EO	- Executive Order
EOCC	- Emergency Operations Control Center
ESB	- Engineering Services Branch
ESD	- Environmental Services Division
ESECA	- Energy Supply and Environmental Coordination Act of 1974
ESED	- Emission Standards and Engineering Division
FEA	- Federal Energy Administration
FEMA	- Federal Emergency Management Administration
FEPCA	- Federal Environmental Pesticide Control Act
FIFRA	- Federal Insecticide, Fungicide and Rodenticide Act
FMVCP	- Federal Motor Vehicle Control Program
FMO	- Facilities Management Office
FOI	- Freedom of Information
FONSI	- Finding of No Significant Impact
FPC	- Federal Power Commission
FPRS	- Federal Planning Reporting System
FSM	- Fixed Station Monitoring
FTE	- Full-time Equivalent
FY	- Fiscal Year
GAO	- General Accounting Office
GPO	- Government Printing Office
GPSF	- General Point Source File

GSA	-	General Services Administration
GSD	-	General Services Division
HAPEMS	-	Hazardous Pollutants Enforcement Management System
HAPS	-	Hazardous Air Pollutants
HATREMS	-	Hazardous and Trace Substance Emissions System
HC	-	Hydrocarbons
ICS	-	Intermittent Control System
INFONET	-	Computer Sciences Corporation Network
ISB	-	Industrial Studies Branch
ISD	-	Informational Services Division
LUP	-	Land Use Planning
MAG	-	Module Advisory Group
MDAD	-	Modeling and Data Analysis Division
MDS	-	Manpower Development Staff
MDSD	-	Monitoring and Data Support Division
MEA	-	Monoethanolamine
MRB	-	Monitoring and Reports Branch
MSAPC	-	Mobile Source Air Pollution Control
MWWS	-	Municipal Waste Water Systems Division
NAAQS	-	National Ambient Air Quality Standard
NADB	-	National Air Data Branch
		National Aerometric Data Bank
NAMS	-	National Air Monitoring Station
NAQTS	-	National Air Quality Trend Station
NARS	-	National Archives and Records Service
NASN	-	National Air Surveillance Network
NDIR	-	Nondispersive Infrared Analyzer
NEDA	-	N-1-naphthylethylenediamine Dihydrochloride

NEDB	-	National Emissions Data Bank
NEDS	-	National Emissions Data System
NEDSXREF	-	Number to Cross-Reference NEDS and Enforcement Data Systems
NEPA	-	National Environmental Policy Act
NERC	-	National Environmental Research Center
NES	-	National Eutrophication Survey
NESHAPS	-	National Emission Standards for Hazardous Air Pollutants System
NGPRP	-	Northern Great Plains Resource Program
NMHC	-	Non-Methane Hydrocarbons
NMOC	-	Non-Methane Organic Materials
NO ₂	-	Nitrogen Oxide
NO	-	Nitric Oxide
N _x	-	Nitrogen Oxides
NOAA	-	National Oceanic and Atmospheric Administration
NPDES	-	National Pollutant Discharge Elimination System
NPPI	-	National Pollution Priority Index
NSPS	-	New Source Performance Standards
NTIS	-	National Technical Information Service
OA	-	Office of Administration (HQ)
OANR	-	Office of Air, Noise and Radiation (HQ)
OAQPS	-	Office of Air Quality Planning and Standards
OAWP	-	Office of Air and Water Programs
O ₃	-	Ozone
OCIL	-	Office of Congressional and Intergovernmental Liaison
OGC	-	Office of General Counsel (HQ)
OMSA	-	Office of Management Systems and Analysis
OPA	-	Office of Public Affairs

OPFTE	-	Other than Full-time Equivalent
OPM	-	Office of Policy and Management
ORD	-	Office of Research and Development (HQ)
OTS	-	Office of Toxic Substances (HQ)
OW	-	Office of Water (HQ)
PCB	-	Polychlorinated Biphenyls
PC&B	-	Personnel Compensation and Benefits
PC(H)	-	Hydrofoil Patrol Craft
PDI	-	Prevalence-Duration-Intensity Index
PE&A	-	Planning, Evaluation and Analysis (Budget program element)
PPB	-	Polybrominated Biphenyls
PHM	-	Patrol Hydrofoil Missile
PMD	-	Personnel Management Division
PMT	-	Program Management Team
PRB	-	Program Review Board
PSD	-	Prevention of Significant Deterioration (of air quality)
PSI	-	Pollution Standards Index (air)
PSM	-	Point Source Monitoring
PWR	-	Process Weight Rate
PWS	-	Public Water Supply
QA	-	Quality Assurance
QAEML	-	Quality Assurance and Environmental Monitoring Laboratory
QCB	-	Quality Control Branch
RCRA	-	Resource Conservation and Recovery Act
RMS	-	Resource Management System
RMSS-APCA	-	Rocky Mountain States Section Air Pollution Control Association
RO	-	EPA Regional Office
ROMCOE	-	Rocky Mountain Center on the Environment

RPS	-	Regional Programs Staff
RTCC	-	Research Triangle Computing Center
RTP	-	Research Triangle Park, North Carolina 27711
SAC	-	Standing Advisory Committee
SAMWG	-	Standing Air Monitoring Work Group
SAROAD	-	Storage and Retrieval of Aerometric Data
SASD	-	Strategies and Air Standards Division
SBA	-	Small Business Administration
SCS	-	Supplementary Control Systems
SDB	-	Standards Development Branch
SDID	-	Standards Development Implementation Division
S&E	-	Salaries and Expenses (Appropriation)
SEA	-	State/EPA Agreement
SIB	-	Standards Implementation Branch
SIP	-	State Implementation Plan
SLAMS	-	State and Local Air Monitoring Station
SMO	-	Safety Management Office
SMSA	-	Standard Metropolitan Statistical Area
SO ₂	-	Sulfur Dioxide
SPM	-	Special Purpose Monitoring
SSPCP	-	Stationary Source Pollution Control Program
STAPPA	-	State and Territorial Air Pollution Program Administrator
STORET	-	Storage and Retrieval (water quality data)
SWIRS	-	Solid Waste Information Retrieval System
TAG	-	Technical Advisory Group
TCD	-	Transportation Control Document
TCGD	-	Transportation Control Document
THM	-	Trihalomethane

TRO	-	Temporary Restraining Order
TSCA	-	Toxic Substances Control Act
TSP	-	Total Suspended Particulates
UIC	-	Underground Injection Control
UNAMAP	-	Users' Network for Applied Modeling of Air Pollution
VMT	-	Vehicle Miles Traveled
VOC	-	Volatile Organic Compound
WMD	-	Water Management Division
WPD	-	Water Planning Division
WPO	-	Water Programs Operations
WQD	-	Water Quality Division
WQNSCD	-	Water Quality and Non-Point Source Control Division
WRC	-	Water Resources Council

Briefing Items For Regional Administrator - Environmental Services Division

1. Utah Flood - Damage assessments for waste water treatment plants and water treatment plants. EPA assisting Federal Emergency Management Administration (FEMA) in disaster response.
2. Western Colorado Floods - No Presidential Declaration requested by Governor of Colorado. May be future assessment.
3. Dioxin evaluation - Libby Montana (St. Regis paper) - Montana Office lead.
4. Dioxin evaluation - Syntex Chemical Co. (formerly Arapahoe Chemical) Boulder, Colorado - Air and Hazardous Waste Management lead.
5. PCB - Carpio, North Dakota - Abandoned drum with general contamination throughout area, soils, well water. Referral Air and Hazardous Waste Division.
6. PCB - Ogden, Utah -- PCB in cattle -- Referral from Food and Drug Administration, Air and Hazardous Wastes Mgmt. Division lead.
7. Immediate Removal Actions at Hazardous Waste Sites -- CERCLA immediate removal actions appear to be appropriate at several hazardous waste sites in the region.

ISSUES - OFFICE OF POLICY AND MANAGEMENT

- o REORGANIZATION - reorganize functions of the Office of Policy and Management, looking at Regional performance as a whole.
- o BUDGET
 - FY83 - Is funding adequate?
 - FY84 - Must postpone Region VIII FTE distribution until the FY84 appropriation has been made final.
 - FT85 - Agency formulation of the FY85 budget proposal is now in progress.
- o SPACE PLANNING - need to consider options for space usage in the light of the move of ESD to the Federal Center

BRIEFING ISSUES FOR RA - WATER MANAGEMENT DIVISION

A. EIS/404 Dredge and Fill Permitting Issues

- * 1. COLORADO - HOMESTAKE PHASE II - Final EIS information not adequate on wetland impacts and alternatives to allow evaluation pursuant to Section 404(b)(1) Guidelines. We recommended permit not be issued.
- 2. ETSI PIPELINE - Interrogatories have been answered concerning EPA's 401 certification of the intake construction and EPA is being questioned on their review of the EIS concerning the pipeline routes. The intake would be located in the Missouri River in South Dakota.
- 3. McCOOK LAKE - an oxbow lake of the Missouri River in southeastern South Dakota. State has asked EPA assistance in getting COE to exert jurisdiction to prevent further degradation to the lake by a local landowner.
- 4. BLACK HILLS STREAMS - Headwater streams (less than 5 cfs) in the Black Hills of western South Dakota and northeastern Wyoming face potential and actual severe degradation from placer mining and similar activities. A request has been made by States and Federal resource agencies to the Omaha COE District Engineer that he use his discretionary authority to require individual permits for these activities in selected streams and stream segments. COE has not responded.
- 5. UTAH FLOOD - Repair and restoration efforts in Utah following the widespread flooding.
- 6. ADAM'S RIB SKI AREA - Proponent has not justified the need for the construction of base facilities in a wetland area. Due to this omission we recommended permit not be issued.
- 7. WETLANDS MITIGATION HANDBOOK - It is proposed that this document be finalized - it is an aid to developers and local governments and is intended to streamline the 404 permitting process.

B. NPDES Permitting/Compliance Issues

- 1. CLEAN WATER ACT - Status and impact of proposed amendments which are now before Congress.
- * 2. COLORADO NPDES LEGISLATIVE AUTHORITY AND DELEGATION AGREEMENT - Response to EPA concerns about adequacy of existing legislation and draft revised agreement due in July.
- * 3. ENFORCEMENT REFERRAL PROCESS - Problems with DOJ and EPA Headquarters; impact on region and NPDES compliance. Region losing credibility.
- * 4. NATIONAL MUNICIPAL COMPLIANCE POLICY - On the Administrator's "30 day" list of issues. Region needs it badly.

5. FEEDLOT COMPLIANCE - Results of recent inspections in South Dakota and Utah and potential for enforcement actions are imminent.

6. PRETREATMENT PROGRAM - Review current Regional policy in preparation for approval of local programs.

* 7. UTAH COMPLIANCE AND ENFORCEMENT AGREEMENT - Status of negotiations and resolution of issues surfacing during next several weeks. Possible overfiling.

8. NPDES PROGRAM DELEGATION - Status and potential delegations. South Dakota may submit a delegation package within the next two months.

9. GENERAL PERMITS - Review Region's proposed strategy.

C. Water Quality Standards Issues

1. WHITEWOOD CREEK REVISION - Review of water quality standards revision on Whitewood Creek, S.D. - Homestake Mining discharges into this creek.

2. REVIEW OF USE DESIGNATIONS, COLORADO RIVER - Water quality standards review of waters in the lower Colorado River network (Colorado) - this part of Colorado is oil shale area - EPA's review period has expired - the Kernel issue is use designations or intermittent streams.

D. Ground Water Program

1. GROUND WATER POLICY - Originally proposed in 1980, this policy was revised primarily in format, by a policy group established by Administrator Gorsuch (Burford). It was then sent forward to President Reagan's Cabinet Council on Natural Resources and Environment where Chairman Watt has not officially acted on it.

* 2. UNDERGROUND INJECTION CONTROL (UIC) DIRECT IMPLEMENTATION - Region VIII must implement the UIC program in two of our larger UIC States - Colorado and Montana (also see #3 below for Indian lands). Substantial program development remains in staff development, preparation for permitting, and compliance oversight.

3. UIC ON INDIAN LANDS - Policy for required implementation on Indian lands has not been established. Unique problems exist, especially on reservations, like the Navajo, which cross state boundaries.

4. UIC PRIMACY - Status of program development in states committed to the program; barriers to primacy in Colorado and Montana; funding issues.

E. Public Water Systems (PWS)

1. REGIONAL COMPLIANCE WITH NATIONAL PRIMACY REGULATIONS - Comparisons of compliance rates for Region VIII States vs other Regions.

2. PWS ENFORCEMENT CASES IN NON-PRIMACY STATES - Discussions of the violations leading to, and the status of, each enforcement case (currently 8).

3. PWS PRIMACY - Effectiveness of programs in primacy states of Colorado, Montana, North Dakota, and Utah. Primacy program development in South Dakota. Barriers to primacy in Wyoming.

4. STATUS OF REVISIONS TO THE PRIMACY DRINKING WATER REGULATIONS - What changes are likely and when - other changes to regulations on Safe Drinking Water Act (SDWA) and implications for Region VIII.

5. FINANCIAL ASSISTANCE TO PWS WITH DEFICIENCIES - EPA has no construction grants program for public water systems. Discuss what help is available in each state.

F. Water Quality Planning

1. 208 PLAN UPDATES - The Governors of Utah and Colorado should be sending the RA certified updates to several areawide water quality management plans for his approval in the near future.

2. CONTINUING PLANNING PROCESS (CPP) - Colorado is updating its CPP for water quality management. A public hearing was held on the draft and a final CPP is expected by the end of the fiscal year. The RA will need to approve/disapprove the CPP.

G. Municipal Wastewater Treatment Facilities Program

* 1. CENTRAL VALLEY/COTTONWOOD SALT LAKE COUNTY, UTAH - Central Valley is a Regional sewage treatment authority serving six existing entities. Cottonwood District is proposing to withdraw from the Regional Authority.

2. CONSTRUCTION GRANTS ACCOUNTABILITY PRIORITY ITEMS

a. Obligations - The States through the Region submit a plan for obligation of allocated funds according to their project priority lists. Congressional appropriations are normally extended for two years.

b. Outlays - The expenditures to grantees for reimbursement. The Region commits to a figure which is closely monitored since total National program expenditures are budgeted and controlled by OMB.

c. Physical Completion of Projects - Final field inspection of Federally funded projects. Inspection to insure project is completed according to Plans and Specifications. Commitment by Region as part of priority activity to complete projects.

d. Administrative Completion of Projects - Final payment on project and request for audit. Commitment by Region to assure step to final close-out.

e. Audit Resolution - Final action before closeout. This has resulted in a heavy work load.

3. DELEGATION OF CONSTRUCTION GRANTS PROGRAM TO STATES - Up to 4 percent of a states allocation can be used for program/project administration. All six Region VIII states have accepted delegation under a general agreement and separate agreements for each function. Program and State personnel have revised and condensed the previous agreements, incorporated the 1981 law changes into these agreements and will have them executed very soon.

4. OVERVIEW OF DELEGATED FUNCTIONS - Program personnel have conducted midyear reviews of the States activity for all six States.

5. OFFICE OF INSPECTOR GENERAL'S REVIEW OF PROJECTS - Two projects in Region VIII as part of a total of six projects nationwide were reviewed by the OIG. These six projects were classified as high visibility projects by the former Administrator. These projects are Three Lakes, Colorado and Thayne, Wyoming.

6. PROJECT PROTESTS - Casper, Wyoming Bid Protest. Protest by apparent low bidder on a sewer project when the Casper Public Utilities Board attempted to award to another bidder. Decision is due to be finalized the week of June 26, 1983.