

**FY03 OSWER
ENVIRONMENTAL JUSTICE
PROGRESS REPORT**

GOAL #1: Promote broader awareness and implementation of EJ Principles within OSWER and with its internal EPA and external stakeholder partners.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resource s (FTE/\$)	Status
1. Enhance integration of EJ into OSWER Culture	<ul style="list-style-type: none"> a. Develop EJ Training Plan b. Deliver EJ training to OSWER Management and Staff c. Develop OSWER EJ Awards Program 	<ul style="list-style-type: none"> a. Jan. 03 b. Quarterly c. Sept 03 	<ul style="list-style-type: none"> a. Training plan completed b. Number of training sessions held / Numbers of Staff trained c. Awards issued 	.25 FTE	<ul style="list-style-type: none"> a. Training Plan in place. Quarterly sessions in place. b. Senior Managers trained in April '03. More than 125 people have received EJ training from OSWER staff. c. OSWER awards developed and award in Sept. '03
2. Formalize OSWER EJ Grant Program	<ul style="list-style-type: none"> a. Develop OSWER EJ grant program b. Solicit grant applications c. Review applications d. Announce Selections 	<ul style="list-style-type: none"> a. Apr. 03 b. July 03 c. Sep. 03 d. Dec. 03 	<ul style="list-style-type: none"> a. Grant program plan developed b. Grant program announced and solicited c. Proposals accepted d. Recipients selected 	.25 FTE	<i>Project postponed due to resource constraints.</i>

Strategies	Activities	Duration/ Due Date	Performance Measures	Resource s (FTE/\$)	Status
3. Promote EJ approaches in RCRA Public Participation activities related to permitting	a. Refine Public Participation Approach into marketable model b. Identify State Partners c. Implement Public Participation model thru partners	a. Jun '03 b. Sep. 03 c. Sep. 03	a. Model plan developed b. State Partners engaged c. Number of States implementing model plan	.25 FTE	Project delayed in response to duplicate efforts the offices of Air and Water.
4. Solicit stakeholder input into OSWER programs and policies	a. Support NEJAC Waste and Facility Siting Subcommittee research and recommendations development b. Provide staff and resources to NEJAC research efforts c. Provide support to produce recommendations reports	on-going on-going on-going	a. Research conducted b. Recommendations reports prepared c. OSWER response to reports prepared	.25 FTE	a. Research continues in FY '04 b. On-going - draft expected in April '04 c. Responses delayed pending completion of draft

GOAL #2: Incorporate environmental justice into OBCR strategic planning and daily operational activities

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Incorporate EJ into the Brownfields grants issuance process	1a. Participate in development and review of BF grants guidelines	1a. Ongoing through 1 st Q, FY '03	1a. Number of guidelines reviewed and comments submittals	1a. 0.70FTE	In September 2003, final guidance on grants proposals was issued.
	1b. Participate in the review and selection of grants proposals	1b. 1 st -3 rd Qs, FY '03	1b. Number of proposals reviewed and participation in review panels	1b. 0.70FTE	From the over 1300 grant proposals received, 214 were selected of which 152 were projects located in EJ areas.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
2. Documentation of EJ activities in the Brownfields Program	2a. Track and document success stories	2a. Ongoing	2a. Development of a report and posting in OBCR webpage	2a. 0.70FTE	Two fact sheets tribal Brownfields projects were updated.
	2b. Represent OBCR in the OSWER Environmental Justice Implementation Steering Committee	2b. Ongoing (monthly or as needed)	2b. Participation in meetings and calls	2b. 0.70FTE	Participated in monthly calls.
3. Provide internal EJ training	3a. Coordinate with OSWER EJ Liaison and the Office of Environmental Justice EJ Fundamental Training for OBCR staff	3a. Two 4-hr day training in 3rd quarter of FY 2003	3a. Number of staff trained	3a. 0.70FTE	Nine people in OBCR took the OSWER-offered EJ training.

GOAL #3: Increase awareness and of understanding potential opportunities in the Brownfields Program for environmental justice communities

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Provide Brownfields outreach and training	1a. Coordinate with EJ communities and OEJ training on BF grants opportunities	1a. On going	1a. Number of training sessions offered and number of staff trained	1a. 0.70FTE	OBCR staff attended numerous meetings, workshops, and conferences of EJ groups to conduct outreach and training (e.g., TASWER, LULAC, NHCC, PRFAA)
2. Represent OBCR in the Federal Interagency Working Group on Environmental Justice (IWG)	2a. Participate in IWG's meeting as OBCR representative	2a. Ongoing (monthly)	2a. Number of meetings/calls attended	2a. .10FTE	All meetings attended.
	2b. Participate in the review and selection of IWG Revitalization Projects	2b. 1 st -3 rd Qs, FY '03	2b. Number of proposals reviewed and participation in review and selection panel	2b. 0.10FTE	After participating in the selection of the new 15 IWG Revitalization Projects, 5 were given for follow-up to the OBCR EJ and Tribal Coordinator.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
3. Evaluate impact of the Brownfields projects on EJ communities and sensitive populations	3a. Task contractor to conduct research and develop report	3a. 4 th Q, FY 03	3a. Report on impacts of projects on EJ and sensitive populations	3a. 0.50FTE	Instead of tasking a contractor, the activity was proposed as an research project for the EPA's National Network for Environmental Management Studies Fellowship Program. Applications results expected by April 04.

GOAL #4: Collect, review, analyze, and report on environmental justice activities into FFRRO Headquarter and Regional offices

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Document EJ activities into the FFRRO program	1a. Track EJ efforts from FFRRO HQ, meeting with other OEJ and OSWER EJ Coordinators. Exchange ideas and efforts currently underway	1a. 1 st - 2 nd Q FY03	1a. Report findings in draft summary of HQ efforts	1a. 0.10FTE	1a and b. Completed in '03. Attended monthly EJ Coordinator conference calls, met regularly to learn about other EPA EJ efforts. Tracked regional EJ issues.
	1b. Track EJ efforts from the regions. Gather Regional EJ contacts. Send email to regions requesting EJ efforts. Discuss in conference call	1b. Ongoing	1b. Report findings, participate in meetings and calls	1b. 0.10FTE	
2. Analyze EJ efforts	2a. Review EJ activity at HQ and Regions, comment on findings	2a. 2 nd Q FY03	2a. Draft report	2a. 0.10FTE	2a and b. Completed in '03.
	2b. Create report of findings. Present to upper management, OSWER, OEJ, and Regions	2b. 3 rd Q FY03	2b. Final report, distribute to FFRRO, OSWER, OEJ, and regions	2b. 0.15FTE	

Strategies	Activities	Duration/ Due Date	Performance Measures	Resource s (FTE/\$)	Status
3. Update FFRRO Web Site	<p>3a. Take inventory of material currently posted on FFRRO's Web site and other EPA offices. Link to other sites</p> <p>3b. Update site, include the latest developments with the NEJAC FF Working Group</p>	<p>3a. 1st Q FY03</p> <p>3b. Ongoing</p>	<p>3a. Work with other OSWER EJ Coordinators to provide material and ideas for site.</p> <p>3b. Updated FFRRO Web site with additional information posted</p>	<p>3a. 0.10FTE</p> <p>3b. 0.10FTE</p>	<p>3a. Completed in '03. FFRRO's EJ web site is constantly being updated.</p> <p>3b. NEJAC FF Working Group's web site is updated, as well.</p>

GOAL #5: National Environmental Justice Advisory Council (NEJAC) Federal Facilities Work Group

Strategies	Activities	Duration/ Due Date	Performance Measures	Resource s (FTE/\$)	Status
1. Represent FFRRO in Working Group	<p>1a. Attend annual conference in December. Present on FFRRO's activities and EJ efforts</p> <p>1b. Participate in regular meetings as the FFRRO Federal representative. Act as the liaison between the Working Group, EPA, and other Federal agencies</p>	<p>1a. Ongoing</p> <p>1b. Ongoing</p>	<p>1a. Attend conference</p> <p>1b. Number of meetings/calls attended</p>	<p>1a. 0.10FTE</p> <p>1b. 0.10FTE</p>	<p>1a. Attended NEJAC meeting December '03 and provided update of FFRRO's activities. Met with concerned citizens and addressed questions/concerns.</p> <p>1b. Worked with other stakeholders to improve EJ at Federal Facilities.</p>

Strategies	Activities	Duration/ Due Date	Performance Measures	Resource s (FTE/\$)	Status
2. Gather necessary requested data and information from Working Group	2a. Conduct research and requested information from Group	2a. Ongoing	2a. Provide necessary information requested from Group	2a. 0.15FTE	2a. Spent approximately \$90,000 and huge amount of FTE to support the FFWG. Paid for FFWG members to travel to DC for a Working Meeting and 5 EJ Federal Facilities site visits, as well as contractor support for bi-monthly conference calls and other assistance.

GOAL #6: To raise awareness of Environmental Justice through training and cross-program interactions

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Conduct the Environmental Justice (EJ) Fundamental Course	1a. Advertise training to OSRTI staff 1b. Schedule OSRTI-wide EJ training in conjunction with OSWER	a. Dec. 2002 b. FY2003	Training of staff and managers completed on schedule.	-----	some staff and senior managers completed training in '03. Moving toward "50% trained" goal for '04. Training and advertisement are on-going

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
2. To provide an opportunity to share knowledge and expertise on public participation and outreach strategies	a. Form planning workgroup/subcommittees b. Call for Presenters c. Review Proposals d. Send invitations to email list e. 2003 National Community Involvement and Training Conference (NCIC) f. Analyze evaluations	a. 10/9/02 b. 11/30/02 c. 2/26/03 d. 4/25/03 e. 7/22-25/03 f. 8/15/03	a. Successful conference	\$125K	e. Conference held July 22-25, 2003. Approximately 375 people attended the conference. Participation from all 10 regions, 68 states, tribes and local government, 34 universities, 23 other federal agencies, 28 non-profits and citizens groups, and 58 for-profit organizations. Various headquarters and regional offices contributed approximately \$60,000 to cover the costs of the conference. Training sessions included the fundamentals of EJ course.

GOAL #7: To educate communities to the capacity building tools available to assist them in becoming involved in Superfund's decision making process

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
a. To provide a venue for TAG recipients to network and share information	a. TAG Recipients' Workshop	a. 02/03	a. Attendance and feedback	a. \$45K	a. Held February 28-March 1, 2003 in Albuquerque, New Mexico. 76 people representing more than 38 sites on or proposed for the National Priorities List (52 people representing 24 TAG recipient groups and 13 technical advisors).

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
(Same as above)	B. Website for TAG Recipients	b. 02/03	b. Web page completed; sharing of information continued; and frequency of use	b. \$8K	b. Website used to promote TAG workshop. Converted to TAG recipient site with bulletin board feature in 4/03. Work still needs to be done to enhance information available at the site and to promote site. URL http://www.emsus.com/tag_workshop/default.cfm
1. To develop outreach material to provide recommendations and education to the Hispanic communities on the uses and health effects of Mercury	<p>a. Established task force with other Federal, State and local health departments, and national Hispanic groups</p> <p>b. Hold stakeholder meeting</p> <p>c. Review document</p> <p>d. Publish document on the Cultural Uses of Mercury</p> <p>e. Establish cooperative agreement with NACCHO to promote outreach/education</p> <p>f. Conduct outreach education</p>	<p>a. Completed</p> <p>b. Completed</p> <p>c. Completed</p> <p>d. Released- FY2003</p> <p>e. Completed</p> <p>f. In process</p>	f. Working in NY and Chicago to develop culturally appropriate outreach strategies	<p>\$30K funded in FY02</p> <p>f. \$60K (\$30K from EPA, \$30 from ATSDR) in cooperative agreement with the National Association of County and City Health Officials (NACCHO)</p>	<p>Document released and outreach plan in place to engage communities on issues.</p> <p>Working in NY and Chicago to develop culturally appropriate outreach strategies</p>

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
2.To provide a venue for TOSC and EPA staff to network, share information about communities, and learn about new community involvement and cleanup trends.	a. TOSC-EPA Meeting	a. 03/03	a. Attendance and feedback	Contractor support \$29K	Held March 4- 6, 2003, in Baltimore, MD, 59 people representing the five TOSC-TAB Centers (34 attendees), nine of the ten EPA Regions (13 attendees), EPA Headquarters (7 attendees), other federal agencies (2 attendees), and communities that have received assistance from the TOSC-TAB program (3 attendees) participated in the three-day conference.
3. To help participants learn how to identify and understand impacts during Superfund's life cycle; how to respond to questions raised about the impacts; how to implement decisions, collect information and how to include these impacts into the SF decision- making process	a. Societal, Cultural and Economic Impacts of SF Sites Workshop b. Develop training course on social impact assessment	a. Complete b. In process	Attendance and feedback Training course for CIU	\$40K \$30K	Theresa Trainor (OW) 202-566-1250

GOAL #8: To develop a demographic profile of RCRA Corrective Action (CA) and permit facilities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Use 2000 Census Data to identify potential EJ communities near RCRA CA and permitting GPRA baseline facilities.	1a. Use data to determine if GPRA progress in potential EJ communities is at least the same rate as in non EJ communities.	Sept. '04	Potential EJ communities near permitted and CA facilities identified. Progression rate of bringing facilities into compliance in all communities identified.	0.60 FTE (\$40K)	Contractor secured and project initiated in Sept '03. Project currently still underway.
2. Use GIS data to identify RCRA CA and permitted facilities located on or adjacent to Tribal lands.	2a. Provide RCRA CA and permitted facility location data to contractor. 2b. Provide contractor technical assistance during data analysis. 2c. Share results of analysis with EPA Regions and Tribes.	Oct 2002	Increased awareness of critical RCRA regulated facilities potentially affecting tribal populations	0.2FTE	Contractor conducted analysis of CA & Permit program. Results on GPRA facilities distributed to EPA regional offices. Analysis will be expanded in FY'04 to include all RCRA hazardous waste handlers in the RCRAInfo database

GOAL #9: To increase understanding and awareness of Environmental Justice among OSW staff.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Conduct EJ Fundamentals Course for OSWER staff.	1a. Identify trainers 1b. Train trainers 1c. Conduct training	4/02 6/02-12/02 02/03 - ongoing	OSWER staff trained	0.30 FTE	1a. Completed 1b. Completed 1c. Currently underway
2. Conduct four Tribal program awareness events	1) Brown Bag Presentation: Internship Programs for Native Students	10/02	Continued support for Native American Interns	*0.1 FTE for all four events	Completed

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
	2) Brown Bag Presentation: Shoshone-Paiute Tribes of Duck Valley Waste Mgmt Program Marcie Phillips, Di., Env'tl Protection Office	03/03	Increased awareness of how tribal communities are affected by improper waste management, and how OSW resources can help improve waste management in Indian country	see * above	Completed
	3) Brown Bag Presentation: Gila River Indian Community Bioremediation Project Clarizza Fiel, PSPD Tribal Waste Management Program Intern	08/03	Increased awareness of how tribal communities are affected by hazardous waste, and how OSW resources can help improve waste management in Indian country	see * above	Completed
	4) OSW Unity Days 2003: Lakota Pipe Ceremony & Cultural Presentation Dr. Roger Bucholz, Lower Sioux Indian Community	09/03	Increased understanding of tribal culture, and sensitivity to unique tribal perspectives	see * above	Completed

GOAL #10: To provide technical assistance to EJ communities near RCRA permitted facilities and/or CA facilities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Provide funding to the TOSC program for free technical assistance to EJ communities near RCRA facilities.	1a. Send Request for Proposal Memo to Regions. 1b. Review proposals 1c. Award Grant 1d. Monitor activities w/Regions and TOSC staff.	Annually	Increased public understanding and empowerment of RCRA permitting and CA sites in/near EJ communities.	0.20/\$110K	Not funded on FY '03

GOAL #11: To develop community participation and outreach components of the RCRA e-permitting program.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Develop a page for communities from OSW's e-permitting website, to help communities better understand the e-permitting process.	1a. Hold a roundtable to get community input on opportunities and issues of concern regarding e-permitting.	Jan/Feb '03	Web page completed.	0.20 FTE	1a. Presented to attendees at 2003 ACA Net Meeting in Nashville, Tn.
	1b. Develop a web page to help communities better understand and benefit from the e-permitting process.	May '03			1b. First draft completed. Currently being revised.

GOAL #12: To improve facility/community relations in EJ communities near RCRA facilities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Develop pamphlet on 'Enhancing Facility/Community Relations around RCRA Facilities'	1a. Publish pamphlet	11/02	Pamphlet completed and sent out.	0.0 FTE (\$22K)	1a. Completed
	1b. Post pamphlet on OSW website.	01/03			1b. Completed
	1c. Send hard copies to stakeholders.	01/03			1c. Completed

GOAL #13: Reduce impact of Municipal & Solid Waste Management decisions on EJ communities.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Waste Transfer Station (WTS) siting & design	Publish Tribal Waste Journal - "Against All Odds: Transfer Stations Triumph"	May 2003	Increased awareness in Tribal communities about successful siting & design of waste transfer station	.25 FTE	Document completed and currently in circulation.

GOAL #14: To increase awareness of EJ communities regarding Municipal Solid Waste Management issues and impacts.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Develop brochure on reducing backyard burning (BYB)	1a. Publish information brochures	12/02		1FTE/\$100K	1a. Completed
	1b. Initiate BYB Web Site	12/02			1b. Completed
2. Urban African American Outreach	2a. Complete Radio PSA 2b. Develop TV &/or Print PSA's	1/03. FY 03-04		1FTE/\$100K	2a. Completed 2b. Ongoing

GOAL #15: Assist Tribal communities in improving Hazardous and Municipal Solid Waste Management practices.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Closing open dump grant program	1a. Solicit tribal applications 1b. Award grants to tribes 1c. Coordination and outreach with grantees	Jan 2003 April 2003 May - Sep 2003	Improved waste management in Indian country	1 FTE (\$775K)	1a. 98 applications received. 1b. 26 grants awarded and distributed. 2003 solicitation to be published. 1c. Ongoing
2. Tribal Outreach	2a. Publish two Tribal Waste Journals 2b. Updated Tribal Web site 2c. Work with tribal organizations 2d. Host Tribal Conference	Fall, 2002 Spring, 2003 Summer, 2003 Ongoing	Increased participation by tribal members in improving waste management in Indian country	1.5 FTE (\$50K)	2a. Completed 2b. Ongoing 2c. Ongoing 2d. Scheduled for July'04
3. Tribal MSW Decision Makers Manual	3a. Complete draft of manual 3b. Publish final manual	11/02 11/03		0.25 FTE/\$25K	3a. Completed 3b. Completed Distribution planned for 1 st quarter of FY'04.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
4. Hazardous Waste Management Grant Program for Tribes	4a. Solicit grant application through regional programs. 4b. Review and award grant funding. 4c. Coordination and outreach with grantees.	10/01 04/03 Ongoing	Improved waste management in Indian country. Reduced risks from improper hazardous waste disposal in tribal communities.	0.20 FTE/(\$430K)	4a. Completed. 18 applications received. 4b. Completed. Seven grantees selected. 4c. Ongoing

GOAL #16: To ensure that EJ is a key consideration in the analytical efforts that support decision-making on regulatory projects regarding Solid Waste in OSW.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
1. Incorporate EJ into the risk assessment analysis.	1a. Determine population density and economic level questioned area. 1b. Employ EPA's latest cumulative risk guidance. 1c. Develop risk assessment frameworks for each project to include EJ related exposure scenarios (i.e., adult and child exposure scenarios for farmer, fisher and resident). If necessary, additional and relevant exposure scenarios will be evaluated. 1d. Implement exposure scenarios through risk assessment modeling.	1a. 11/03 1b. 11/03 1c. 11/03 1d. 11/03	Technical background documents that address EJ concerns.		1a. Completed 1b. Completed 1c. Completed 1d. Completed

GOAL #17: To Increase the awareness and participation in the Hispanic community on the proper management of used more oil.

Strategies	Activities	Duration/ Due Date	Performance Measures	Resources (FTE/\$)	Status
Develop outreach materials for the Hispanic business and consumer community	1a. Develop a comprehensive mailing list	1a. 02/03	1a. Establish targeted mailings	.05FTE	1a. Completed
	1b. Develop and distribute outreach materials	1b. 06/03	1b. Brochure, posters and bumper stickers were developed and introduced at LuLac National Conference		1b. Completed
	1c. Explore partnership opportunities to widen distribution list	1c. 07/03 (initiated)	1c. Execute partnership agreement to help distribute materials on a wider scale		1c. Ongoing
	1d. Place print PSAs in major Hispanic markets	1d. 05/03 (initiated)	1d. Place print PSAs		1d. Ongoing