

AGENDA

Institutional Controls Workshop

October 24 - 26, 2001

Courtyard by Marriott g Santa Fe, New Mexico

Purpose: The purpose of this workshop is to gather experts from U.S.EPA, other Federal Agencies, State, Tribal and local governments, community organizations, industry, academics, and others, to exchange ideas in several subject areas involving institutional controls (ICs). This workshop is intended to provide participants with an opportunity to network with other experts and develop a better understanding of some important IC issues. EPA expects this multiple-stakeholder workshop to be of value by providing a forum in which innovative ideas and useful experiences can be shared. This workshop is a forum for discussion and is not intended to develop consensus among participants.

The following areas are some of the priority issues identified by participants of the March 2001 IC workshop held in San Antonio, Texas on the effective implementation, monitoring and enforcement of ICs:

- Estimating the full life-cycle costs of ICs;
- Developing IC Implementation Plans;
- Example/model language for IC Documents;
- Institutional Controls Tracking Systems and Approaches; and
- Communities and ICs.

This workshop has been designed so approximately 20 to 25 participants spend their time in one of the five subject areas listed above. This size will ensure that the groups are manageable. Although participants may have expertise and/or a keen interest in more than one subject, it is requested that participants remain in their breakout groups for the duration of the workshop. This will help ensure continuity and result in more in-depth discussions. Opportunities will be available to review the discussions of the various breakout groups. Also, each participant has the option of submitting written comments to the workshop organizers on any of the subject areas for inclusion in the meeting proceedings.

Day One: October 24, 2001

Time	Session	Room
Noon - 12:30 pm	Registration	TBD
12:30 - 1:00 pm	Welcome and Opening Remarks	TBD
1:00 - 4:30 pm	Breakout Sessions <ul style="list-style-type: none">• Estimating the full life-cycle costs of ICs;• Developing IC Implementation Plans• Example language for documents with ICs;• Institutional Controls Tracking Systems and Approaches; and• Communities and ICs.	
4:30 - 5:30	Plenary Session - Issues Sharing	
6:00 pm	Reception	TBD

Day Two: October 25, 2001 *Sport Insignia Shirt Day (Prizes Awarded)*

Time	Session	Room
8:00 - 8:30 am	"Breakout Walkabout" <i>Visit other breakout rooms and share your ideas</i>	
8:30 am - 12:30 pm	Breakout Sessions Continued	TBD
12:30 - 1:30 pm	Lunch on Own	
1:30 - 5:00 pm	Breakout Sessions Continued	TBD
6:00 - 7:00 pm	Optional Group Activity	

Day Three: October 26, 2001 *Southwestern Attire Day (Prizes Awarded)*

Time	Session	Room
8:30 - 11:00 am	Breakout Sessions Continued	TBD
11:00 - 12:00 am	Closing Remarks and Next Steps	TBD

Logistics and Other Information

Travel Arrangements

Workshop participants will be required to make their own travel arrangements. We encourage participants to fly into Albuquerque to reduce air fare. For those travelers receiving travel assistance from EPA, please coordinate with Heather Pope at Marasco Newton Group at (703) 292-5919 or hpop@marasconewton.com before securing your travel arrangements. The Sandia Shuttle Service can provide shuttle service from the airport to the hotel for a round trip fare of \$35.00. To pick-up the shuttle, head to the ground level near baggage carousel #3 across from the Southwest Baggage Claim area. You will see a counter for Sandia Shuttle Service. Let the attendant know that you are with the EPA Institutional Controls Workshop and purchase the round-trip fare from the airport to the Santa Fe Courtyard.

Call 1-888-775-5696 or visit www.sandiashuttle.com for more information.

Workshop Location:

Santa Fe Courtyard
3347 Cerrillos Road
Santa Fe, NM 87505

(505) 437-2800 phone
(800) 777-3347 toll-free
(505) 473-4905 fax

The workshop will take place at the Santa Fe Courtyard by Marriott. A block of pre-paid rooms have been reserved by the U.S. EPA for the Workshop for the 24th and 25th of October. U.S. EPA will be providing a rooming list directly to the Hotel, so it is not necessary to contact the Hotel at this time. You will be sent additional materials for this conference in the next two weeks. At that time you will be asked to phone the hotel using the numbers above and provide a credit card to guarantee your reservation. The purpose of guaranteeing your room is to notify the hotel and the organizers of this workshop that you will be using your room; otherwise, your room may be reassigned.

Theme Days

Participants are encouraged to wear clothing supporting their favorite sports team on Thursday and a Southwestern theme on Friday. Participants will be eligible to enter a drawing and win some really exciting stuff.