

Div/Bur: AIR RESOURCES DIVISION AIR RESOURCES DIRECTOR'S OFFICE/ADMINISTRATION

Program: ATMOSPHERIC SCIENCE AND ANALYSIS UNIT (Current)

Description: The Atmospheric Science & Analysis Unit (formerly the Atmospheric Analysis Unit (Modeling) is responsible for the preparation of technical support and data analysis for comprehensive revisions to New Hampshire's State Implementation Plan, complex regional atmospheric analysis (including photochemical modeling and assessment of regional transport of air pollution), participation in regional/national air quality planning, dispersion modeling associated with stationary source permit modeling, inventory preparation assistance, criteria pollutant re-designation, and implementation-phase policy planning and technical support for new National Ambient Air Quality Standards.

Start/End Dates: 10/01/2001 thru PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administrative program management (Current)

Description: Personnel administration, evaluation

Start/End Dates: 10/01/2002 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Conduct annual evaluation of employees

Description: Write evaluations, hold meetings with employees

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 5 Evaluations

Activity: Assess impact of Mercury Report to Congress and participate in DES Mercury Strategy / New England... (Current)

Description: Assess impact of Mercury Report to Congress and participate in DES Mercury Strategy / New England Governors'/ECP Mercury Strategies.

Start/End Dates: 10/01/1999 thru Lead Person: NIEJADLIK, THOMAS

Deliverable: Implementation of NH Mercury Reduction Strategy.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 100 Percent

Activity: Continue to improve DES capacity to conduct regional modeling for ozone, PM and regional haze (Current)

Description: To improve DES capacity to conduct regional modeling runs for ozone, particulate matter and regional haze in coordination with regional efforts, the Planning/Atmospheric Analysis Unit must enhance its knowledge of the MODELS 3 and other complex computer programs used for predicting the formation and transport of O3 and PM for long term events. In addition, the data input platforms for air pollutant emissions and meteorology must be constructed for NH and the Northeast/Midwest region.

Start/End Dates: 10/01/2001 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Attainment demonstrations prepared.

Description: Targeted dates for attainment demonstrations are not until the 2004-2005 timeframe. DES is building the necessary databases and modeling files needed to complete technical support for demonstrations on-time. Progress is measured in percent complete towards completing demonstrations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 1 Demonstrations

Deliverable: Internal capability expanded.

Description: Continued participation in regional cooperative efforts to establish consistent modeling files.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 2 Capabilities

Deliverable: Participation in research-grade modeling committees

Description: Keeping DES modeling at appropriate cutting-edge levels for scientific defensibility in the event of legal challenges.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 2 Meetings

Activity: Continue to monitor EPA rulemaking on MACT standards related to Internal Combustion Coordination Rul (Current)

Description:

Start/End Dates: 10/16/1996 thru Lead Person: BODNARIK, ANDREW

Deliverable: Comments to EPA on final MACT rules.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 3 Comments

Deliverable: Participation on MACT conference calls and/or meetings attended.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 12 Conference Calls

Activity: Development of CALGRID Modeling Platform for Ozone and PM2.5 modeling (Current)

Description: Implementation of a regional photochemical and fine particle model screening tool for the evaluation of air pollution events and what might prevent them.

Start/End Dates: 10/01/2002 thru Lead Person: UNDERHILL, JEFFREY

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Program: ATMOSPHERIC SCIENCE AND ANALYSIS UNIT (Current)

Activity: Development of CALGRID Modeling Platform for Ozone and PM2.5 modeling (Current)

Deliverable: CALGRID 2.0 Modeling Platform Emission Reduction Strategy Analyses

Description: Develop a matrix on acceptable modeling strategies

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 12 Analyses

Deliverable: CALGRID 2.0 project development and regional distribution supervision

Description: Develop regional modeling tool into long-term screening tool for 14 northeastern states and 2 tribal areas

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 12 Analyses

Deliverable: Develop an emissions processor for CALGRID from Spreadsheet

Description: process is measured in percentage toward completion of program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 1 Programs

Deliverable: Develop and install CALGRID 2.0 modeling platform for multiple pollutants

Description: Progress is measured in percentage toward completion of program.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 1 Programs

Deliverable: Process model matrix

Description: Develop emission inputs to model emission reduction matrix strategies. Upon completion, model inputs and results are summarized.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HEALY, DAVID Qty/Unit: 100 Strategies

Activity: Ensure fair and equitable implementation plan for revised ozone and particulate matter NAAQS. (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: SCOTT, ROBERT

Deliverable: Tracking legislation--National and Regional Multi-pollutant bills

Description: Inventory, track and compare emission reduction requirements of various proposed legislative bills. Compare text and prepare matrix for tracking. Work with Planning and Atmospheric Analysis engineer to incorporate modeling into analysis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 12 Reviews

Activity: Involvement, as necessary, in regional and/or national organization involving air quality issues (e (Current)

Description: Involvement, as necessary, in regional and/or national organization involving air quality issues (e.g., Northeast Regional Air Quality Committee, NAFTA, ECOS, etc.)

Start/End Dates: 10/01/1999 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Participate in Clean Air Act Advisory Group Proceedings

Description: Actively participate at national meetings and conference calls, reviewing the current provisions of the Clean Air Act and recommend to Congress how to improve it. This group is also charged with forming recommendations to EPA for how to improve methods under the the current redition of the Act until it is reauthorized.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 50 Meetings

Deliverable: Participation in regional and/or national committees.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 6 Meetings

Activity: MANE-VU (Current)

Description:

Start/End Dates: 10/01/2004 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Ammonia Project

Description: Collect information on Area Sources of Ammonia, develop consistent ammonia emission factors, compare ammonia emission factors with TRI and NEI

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 4 Conference Calls

Deliverable: Participate in MANE-VU Technical Support Committee workgroup activities

Description: Participate in MANE-VU workgroup activities such as meetings, modeling, report preparation and review, etc. Develops scientific understanding of haze-related pollutants, interstate cooperation, and consistent data files to be used across the region.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 12 Conference Calls

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Program: ATMOSPHERIC SCIENCE AND ANALYSIS UNIT (Current)

Activity: MANE-VU (Current)

Deliverable: Participation in MANE-VU modeling emission inventory development process

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 12 Conference Calls

Deliverable: Track MANE-VU Source Apportionment and Receptor Modeling work

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HEALY, DAVID Qty/Unit: 4 Conference Calls

Activity: NEG/ECP Acid Rain Action Plan (Current)

Description: Active participation in NEG/ECP Acid Rain Action Plan.

Start/End Dates: 10/01/1999 thru Lead Person: NIEJADLIK, THOMAS

Deliverable: Tracking status of Acid Rain Plan components.

Description: Continued active participation on NEG/ECP Acide Rain Steering Committee and two of the related working groups.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 1 Tracking Systems

Activity: NEGC/ECP Mercury Reduction Task Force (Current)

Description: Continue to participate in NEGC/ECP Mercury Reduction Task Force.

Start/End Dates: 10/01/1999 thru Lead Person: NIEJADLIK, THOMAS

Deliverable: Attend meetings.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 1 Meetings

Deliverable: Establish state-by-state regulations to reduce/eliminate mercury emissions.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 1 Regulations

Deliverable: Participate in mercury education and outreach.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 1 Outreach Activities

Deliverable: Share mercury related information/monitoring data.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 1 Information Provided

Activity: NESCAUM (Current)

Description:

Start/End Dates: 10/01/2004 thru Lead Person: SCOTT, ROBERT

Deliverable: Participation on NESCAUM Attainment Planning Committee

Description: 12 conference calls per year; 1 - 2 meetings per year
NESCAUM's Attainment Planning Committee is a group of veteran technical staff from NESCAUM states and EPA Regions 1 and 2 with experience in new standard implementation, broad scale revisions to State Implementation Plans, and atmospheric analysis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 14 Conference Calls

Deliverable: Participation on Stationary Source & Permittee Committee

Description: Continue to participate in Committee meetings and conference calls.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 5 Conference Calls

Deliverable: Role of I.C. Engines in Meeting Northeast Electricity Demand

Description: A NESCAUM workgroup will continue to evaluate the role of dispersed I.C. Engines in meeting electricity demand in the Northeast and to discuss such issues as emission standards for I.C. Engines, permitting of I.C. Engines, the development of a national methodology for source characterization, the evaluation of air pollution controls for I.C. engines and the development of a policy for promoting "green" distributed generation. Continue to participate in workgroup meetings and conference calls.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 4 Conference Calls

Activity:

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Program: ATMOSPHERIC SCIENCE AND ANALYSIS UNIT (Current)

Activity: Ozone Transport Commission ("OTC") (Current)

Description: Continue active involvement with the Ozone Transport Commission ("OTC")

Start/End Dates: 10/01/1999 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Development of OTC Tables 2 Control Measures

Description: Participate in the development of draft policies, resolutions, and Model rules. Participate on regional/national conference calls and meetings. Help draft rules for adoption by DES if needed for attainment of the 8-hour ozone standard or maintenance of attainment with the 1-hour ozone standard.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 6 Conference Calls

Deliverable: Participation in OTC Modeling Committee

Description: The OTC Modeling Committee works in cooperation with MARAMA and LADCO for the establishment of regional modeling platforms.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 12 Conference Calls

Deliverable: Participation in OTC/MANE-VU CALGRID Oversight Workgroup for Strategy development

Description: Development of Regional emission reduction strategies for model runs and handling of model results

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 6 Conference Calls

Deliverable: Participation on OTC Stationary & Area Source Committee

Description: Continue to participate in Committee conference calls & meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 12 Conference Calls

Deliverable: Participation with OTR/eastern US states on ozone modeling strategies

Description: Participate in OTC committee activities such as meetings, modeling, report preparation and review, etc. Develops scientific understanding of ozone-related pollutants, interstate cooperation, and consistent data files to be used across the region.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 12 Conference Calls

Activity: Perform a comprehensive data assessment on monitoring data (Current)

Description: Perform individually (state) or participate in a regional assessment of NH monitoring data for the purpose of maximizing the allocation of monitoring resources

Start/End Dates: 10/01/2004 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Comprehensive assessment of PAMS data

Description: Participate in regional PAMS data assessment done under contract by NESCAUM. Develop recommendations for improving network design for efficiency, cost effectiveness in maintenance, and improved scientific usefulness of collected data.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 1 Assessments

Deliverable: Episode Summaries for Ozone and PM2.5 and website

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 6 Summaries

Deliverable: Summarize Ozone and PM2.5 trends and patterns

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 1 Summaries

Activity: Provide air quality information to public, EPA, and other organizations (Current)

Description: Establishment of a DES web page with near real-time monitoring data, state and regional graphics depicting regional ozone events, and explanations of O3 and PM events. Update DES Air Quality Information Line which operates during ozone season.

Start/End Dates: 10/01/2001 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Declare Air Quality Action Days & Issue Alerts

Description: Air Quality Action Days are based on forecasts and may not indicate the number of actual exceedance days. This number reflects the actual number of days when standards are exceeded for any criteria pollutant.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SHELDON, JESSICA Qty/Unit: 3 Days

Deliverable: Drafting and posting of narratives on website for air pollution events

Description: The technical analysis of pllution events will be documented ina narrative which will include an explanation of individual events, monitored data in NH and regionally, and graphically illustraed with references to EPA's ozone website.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SHELDON, JESSICA Qty/Unit: 4 Web Site Postings

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Program: ATMOSPHERIC SCIENCE AND ANALYSIS UNIT (Current)

Activity: Provide air quality information to public, EPA, and other organizations (Current)

Deliverable: Ongoing review of data appropriateness and data accuracy

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 4 Reviews

Deliverable: Provide twice daily forecasts of air quality year-round.

Description: Forecasts for ozone and PM throughout the year. Air Quality Action Days and Alerts issued as necessary with corresponding update of Air Quality Information Line

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SHELDON, JESSICA Qty/Unit: 365 Days

Deliverable: Transfer air quality data to EPA and others as requested

Description: Input daily forecasts to EPA's AirNow website and make data available to other interested parties such as AMC, UNH, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SHELDON, JESSICA Qty/Unit: 365 Days

Activity: Review, evaluate and implement New Source Review (NSR) Reform regulations (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: BODNARIK, ANDREW

Deliverable: Participate in regional and national NSR reform workshops.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 3 Meetings

Deliverable: Promulgation of the NSR reform regulation.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 6 Conference Calls

Deliverable: Review and comment on NSR reform proposals during development.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 2 Comments

Deliverable: Written comments on EPA NSR Reform proposals

Description: Prepare draft DES written comments on EPA NSR Reform proposals and help prepare draft STAPPA/ALAPCO or NESCAUM written comments on EPA NSR Reform proposals

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 2 Comments

Activity: STAPPA/ALAPCO (Current)

Description: Continue Active involvement with STAPPA/ALAPCO (State and Territorial Air Pollution Program Administrators/Association of Local Air Pollution Control Officials)

Start/End Dates: 10/01/1999 thru Lead Person: SCOTT, ROBERT

Deliverable: Participate on STAPPA/ALAPCO Criteria Pollutant Committee

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 12 Conference Calls

Deliverable: Participate on STAPPA/ALAPCO Emissions and Modeling Committee

Description: participate on monthly conference calls

Start/End Dates: 10/01/2004 thru 09/10/2005 Lead Person: HEALY, DAVID Qty/Unit: 12 Conference Calls

Deliverable: Participate on STAPPA/ALAPCO Energy Committee

Description: Attend Committee meetings and participate on Committee conference calls

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 12 Conference Calls

Deliverable: Participate on STAPPA/ALAPCO Permitting Committee

Description: Attend Committee meetings and participate on Committee conference calls

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BODNARIK, ANDREW Qty/Unit: 12 Conference Calls

Activity: State Implementation Plan Updates (Current)

Description:

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Program: ATMOSPHERIC SCIENCE AND ANALYSIS UNIT (Current)

Activity: State Implementation Plan Updates (Current)

Tracks, updates and files with EPA updates to New Hampshire's SIPs for ozone, PM, and regional haze.

Start/End Dates: 10/01/2002 thru Lead Person: NIXON, ELIZABETH

Deliverable: Fine Particle (PM2.5) SIP - long term project

Description: Fine particle SIPs projected to be due in 2007-2008

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: NIXON, ELIZABETH Qty/Unit: 1 Reports, Drafts

Deliverable: 8-Hour Ozone SIP

Description: Preparation for 8-hour ozone SIP, prepare to submit attainment demonstration (currently scheduled to be due in 2004-2005) and other SIP revisions (RFP, ROP).

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: NIXON, ELIZABETH Qty/Unit: 2 Reports, Drafts

Deliverable: Regional Haze SIP

Description: Regional haze SIPs are projected to be due in 2007-2008

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: NIXON, ELIZABETH Qty/Unit: 1 SIPs (State Implementation Plans)

Activity: Technical Partnership with University of NH and their AIRMAP project (Current)

Description: The University of NH received a Federal grant to establish a major air quality measurement and modeling study. The project has grown to include several federal agencies, universities, and other researchers from around the world. DES is coordinating its resources to assist in the project and conversely, to receive measurement data for DES analysis

Start/End Dates: 10/01/2002 thru Lead Person: UNDERHILL, JEFFREY

Deliverable: Meet with UNH and Hubbard Brook Staff for coordination

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 2 Meetings

Deliverable: Participate in AIRMAP Science and data coordination and planning meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: UNDERHILL, JEFFREY Qty/Unit: 3 Meetings

Div/Bur: AIR RESOURCES DIVISION AIR RESOURCES DIRECTOR'S OFFICE/ADMINISTRATION

Program: DIVISION MANAGEMENT AND PLANNING (Current)

Description: This section is responsible for various internal functions within the division, including development and implementation of a quality assurance plan, budgeting, coordination of the Performance Partnership Agreement, strategic planning, and staff development.

Start/End Dates: 10/01/1999 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administration - Internal Management (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: SCOTT, ROBERT

Deliverable: Continue bi-weekly Administrator and Directors Office Staff Meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 20 Meetings

Deliverable: Continue quarterly Division meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 4 Meetings

Deliverable: G&C/Fiscal requests submitted

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 15 Requests

Activity: Continue to provide continuous improvement opportunities through Training/Staff Development (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: SCOTT, ROBERT

Deliverable: Continue to provide opportunities for staff training and professional development.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 8 Training Sessions

Deliverable: Improve focus on personnel evaluation content and timeliness.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 63 Evaluations

Deliverable: Organizational review, staff rotations/reassignments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SCOTT, ROBERT Qty/Unit: 3 Assessments

Deliverable: Participate in EPAs Long Distance Training Network

Description: Includes monthly (or quarterly) conference calls of Air Pollution Training Institute (satellite downlink training network) site coordinators and annual conference.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FALES, BARBARA Qty/Unit: 4 Conference Calls

Activity: Develop and implement Performance Partnership Agreement/Grant with EPA. (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: FINEMORE, KENT

Deliverable: Coordinate ARD submittals for Governors Mgmt Report and "Dashboards"

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FALES, BARBARA Qty/Unit: 12 Submittals

Deliverable: Implement Reporting of Air Division "Environmental Indicators"

Description: Identify and begin reporting on air indicators (measures)

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 15 Environmental Indicators

Deliverable: MTRS database assistance to staff

Description: Assistance provided to staff, as needed, for maintainance of (ARD portion of) MTRS database. General review and status assessments, as needed to meet deadlines.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FALES, BARBARA Qty/Unit: 1 Assistances Provided

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Program: DIVISION MANAGEMENT AND PLANNING (Current)

Activity: Develop and implement Performance Partnership Agreement/Grant with EPA. (Current)

Deliverable: Participate in Measures Team meetings.

Description: Participation on DES Measures Team, MTRS data base planning and development, and communicate procedures to ARD staff.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FALES, BARBARA Qty/Unit: 12 Meetings

Activity: Improve financial reporting. (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: FINEMORE, KENT

Deliverable: Financial reporting needs assessed.

Description: Periodic division-wide budget reporting needed. Account balances to be accessed using the SUNSPOT system to provide timely reports.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 4 Assessments

Deliverable: Prepare budget information for PPG submittal.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 1 Budgets

Activity: Public Hearings (Current)

Description: Public hearing scheduled and conducted by ARD for rulemaking, permitting, and other division activities.

Start/End Dates: 10/01/2004 thru Lead Person: HOFFMAN, BARBARA

Deliverable: Other public hearings

Description: Miscellaneous hearings and public information meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 4 Hearings

Deliverable: Public hearings for permits

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WRIGHT, CRAIG Qty/Unit: 10 Hearings

Deliverable: Public hearings for rulemakings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 10 Hearings

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Program: SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM (Current)

Description: The SMALL BUSINESS OMBUDSMAN acts as the small business community's representative and advocate in matters that affect it under various environmental regulations. Other responsibilities include conducting studies to evaluate the effects of the CAAA on state and local economies, and on small businesses in general. The Ombudsman also provides comments and recommendations to the U.S. Environmental Protection Agency and the N.H. Department of Environmental Services regarding the development and implementation of environmental regulations that impact small businesses.

The SMALL BUSINESS ASSISTANCE PROGRAM provides the following services alone and in partnership with other assistance programs: informs businesses of environmentally related requirements that apply to them, and the dates these requirements will apply; helps small businesses deal with specific technical, administrative and compliance problems; disseminates up-to-date information about environmental issues to the small business community, including easy-to-understand public information materials; in conjunction with other partners, provides pollution prevention information and assistance to reduce the amount of air emissions and other wastes created by a small business; provides on-site evaluations of company work practices, monitoring procedures and record keeping to determine effectiveness in complying with applicable environmental requirements.

The COMPLIANCE ADVISORY PANEL oversees the small business assistance program and the ombudsman, making recommendations for improvements and determining the overall effectiveness of the SBTAP. The panel consists of seven members: four small business owners or representatives selected by the legislature; two members of the "general public" selected by the Governor; and one member selected by the Commissioner of DES.

Start/End Dates: 10/01/1992 thru PAs: 04 00 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance Advisory Panel (Current)

Description: The Compliance Advisory Panel reviews the activities of the Program, makes recommendations for improvements and prepares an evaluation on the Program effectiveness.

Start/End Dates: 10/01/2001 thru Lead Person: CARTIER, JR., RUDOLPH

Deliverable: Complete the re-activate the CAP

Description: Finalize the appointments to the CAP and hold 4 meetings

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 5 Actions

Deliverable: Continue the expansion of the scope of the CAP

Description: The CAP was originally formed under the Clean Air Act Amendments of 1990 and was responsible for material geared towards air issues. With the transition of the SBTAP into a multi-media technical assistance group consisting of the SBTAP, the OSHA Consultation Program and the Pollution Prevention Program, the charge of the CAP will also expand to ensure appropriateness of all small business related material prepared by the consolidated group.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 6 Actions

Deliverable: Prepare an annual report on the activities and effectiveness of the Program

Description: The CAP will prepare an annual report on the activities and effectiveness of all aspects of the expanded Program to increase and ensure public awareness.

Start/End Dates: 02/01/2005 thru 03/31/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 1 Reports, Final

Deliverable: Review outreach and assistance materials

Description: The CAP is charged with reviewing material prepared by the Program to ensure it is appropriate for targeted small business sectors. Material prepared will be reviewed by the CAP prior to release.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 6 Reviews

Activity: Small Business Ombudsman (Current)

Description: Continue to represent the small business community in ensuring environmental regulations are developed and implemented in a manner that does not negatively impact small businesses. In addition, provide advocacy services to small businesses in all aspects of environmental compliance.

Start/End Dates: 10/01/2001 thru Lead Person: CARTIER, JR., RUDOLPH

Deliverable: Complete and implement the small business technical assistance coordination strategy

Description: Implement a coordinated system for the provision of environmental, health and safety related technical assistance to small businesses. The system will ensure technical assistance is provided in a coordinated manner utilizing the strengths of the individual partners while minimizing potentially conflicting and/or confusing advice. Partners in the system include the SBTAP, the P2 Program, the OSHA Consultation Program and outside partners.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 1 Programs

Deliverable: Newsletter

Description: Prepare and distribute quarterly newsletters to small businesses

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 4 Newsletters

Deliverable: Provide advocacy services to small business owners and operators

Description: Assist in representing small business owners and operators in requests for compliance time deadlines, reduction and/or elimination of penalties and in disputes relating to compliance assurance issues.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 6 Resolutions

Deliverable: Regional and National representation

Description: The Ombudsman will continue to represent New Hampshire at national and regional forums affecting small businesses in the state. These activities would include representing the state and regional groups in ensuring proper coordinated input is provided in regional and national venues and in issues affecting potential funding for state level assistance activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 6 Conferences

Div/Bur: AIR RESOURCES DIVISION AIR RESOURCES DIRECTOR'S OFFICE/ADMINISTRATION

Program: SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM (Current)

Activity: Small Business Ombudsman (Current)

Deliverable: Review new regulations affecting small businesses

Description: Review proposed state and federal regulations to ensure small business issues of concern are addressed prior to implementation.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 12 Reviews

Activity: Small Business Technical Assistance (Current)

Description: The Program provides written, verbal and direct environmentally related assistance to small businesses. Activites in this catagory are primarily technical in nature and relate to process, operational and other related activites geared towards direct improvement in environmental performance.

Start/End Dates: 10/01/2001 thru Lead Person: CARTIER, JR., RUDOLPH

Deliverable: "Operation Candia"

Description: In conjunction with other appropriate state resources, the Candia Building Department, Health Department, Zoning Board, Fire Department and Road Agent as well as local small business concerns, the SBTAP will pilot an effort to provided consolidated and inter-related outreach, education, and on-site techncial assistance to small businesses to better utilize limited existing resources for environmental, health and safety improvement on a town wide basis. This pilot should identify and evaluate gains to be made through a small business, state and local government partnership

Start/End Dates: 10/01/2004 thru 12/31/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 1 Pilot Programs

Deliverable: Develop an Auto Repair/Refinishing Environmental Results Program (ERP)

Description: Complete the update of the Automotive Repair and Refinishing Environmental Compliance manual to incorporate regulatory and other changes. In addition, begin the development of an auto repair sector ERP.

Start/End Dates: 10/01/2004 thru 12/31/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 1 Manuals

Deliverable: Distribute the Revised Environmental Awareness Guide

Description: Distribute the Guide to Environmental Awareness, a guide for small businesses to utilize in determining what health, safety and environmental issues may affect their operations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MALESSA, MAREK Qty/Unit: 250 Guidebooks

Deliverable: Implement a Dry Cleaners Environmental Results Program (ERP)

Description: Implement an ERP for dry cleaners to consolidate all environmentally related regulatory issues in one program.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 1 Programs

Deliverable: Maintain the PrintSTEP Program

Description: Maintain activites and increase participation in the EPA sponsored PrintSTEP pilot program in New Hampshire. An additional activity this year will be to convert this program into an Environmental Results Program (ERP) to institutionalize the piloted concept.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 1 Programs

Deliverable: Provide specific technical assistance tasks

Description: The most effective activity of the SBTAP has, and will continue to be, the direct, one-on-one detailed environmental assistance with small business operators. The SBTAP will continue to expand the number of direct technical assistance tasks completed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 24 Tasks

Deliverable: Resolve complaints referred by DES compliance assurance bureaus

Description: Continue to investigate and resolve odor and other complaints concerning small businesses referred by the Complaine Bureau. As many complaints against small businesses can successfully be resolved through the application of pre-developed industry sector based assistance tools, more efficient use of compliance assurance resources can be made by referring reoccurring complaints to the SBTAP.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 10 Resolutions

Deliverable: Satellite Teleconference Sponsorship

Description: The SBTAP will continue to support and sponsor satellite based teleconferences for various business sectors. The primary site for these broadcasts will be in Concord, but activites this year will evaluate the feasibility of other locations around the state.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARTIER, JR., RUDOLPH Qty/Unit: 12 Satellite Downlinks

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: COMPLIANCE ASSESSMENT (Current)

Description: This section conducts inspections of stationary sources of air pollution and provides compliance assistance to the regulated community. In addition, the Compliance Assessment Section is responsible for complaint investigations and determining appropriate follow-up, and an open burning program. Lastly, the Compliance Assessment Section administers the Asbestos Program which regulates asbestos abatement activities.

Start/End Dates: 10/01/1999 thru PAs: 04 02 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Develop and follow a stationary source inspection plan which meets EPA and State requirements... (Current)

Description: Develop and follow a stationary source inspection plan which meets EPA and State requirements and factors in environmental risks.

Start/End Dates: 10/01/1999 thru Lead Person: WHITE, ROBERT

Deliverable: 11 Record Review Full Compliance Evaluations will be conducted at Major Sources w/o a site visit			
Description: 11 FCEs will be conducted.			
Start/End Dates: 10/01/2004 thru 09/03/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 11	Inspections
Deliverable: Compliance assistance provided.			
Description: Provide compliance assistance and technical assistance during stationary source inspection and complaint investigations			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 90	Assistances Provided
Deliverable: Conduct 10 full compliance evaluations (FCEs) at Major Sources in FFY 2005			
Description: 10 FCEs will be conducted in FFY 2005. Inspections are conducted IAW EPA Compliance Monitoring Strategy (CMS)			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 10	Inspections
Deliverable: Conduct 14 full compliance evaluations at Synthetic Minor 80% permitted facilities in FFY 2005			
Description: 14 FCEs will be conducted in FFY2005. Inspections are conducted IAW EPA Compliance Monitoring Strategy (CMS)			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 14	Inspections
Deliverable: Conduct 66 full compliance evaluations (FCE) at Minor Stationary Sources in FFY 2005.			
Description: 66 FCEs will be conducted in FFY2005. Inspections are conducted IAW EPA Compliance Monitoring Strategy (CMS)			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 66	Inspections
Deliverable: Detailed plan of Full Compliance Evaluations (FCEs) for GFY 2005			
Description: Develop stationary source inspection target list and schedule based on EPA Compliance Monitoring Strategy and DES guidance. Sources are targeted based on date of last inspection, status of temporary permits, TRI emissions, complaints, malfunctions and other issues. FCE list is revised as needed.			
Start/End Dates: 08/01/2004 thru 07/31/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 1	Plans
Deliverable: End of federal fiscal year inspection activity report prepared.			
Description:			
Start/End Dates: 01/31/2004 thru 12/30/2004	Lead Person: WHITE, ROBERT	Qty/Unit: 1	Reports, Final
Deliverable: End of federal fiscal year inspection activity report prepared.			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 1	Reports, Final
Deliverable: Prepare inspection report for each onsite full compliance evaluations.			
Description: A detailed inspection report will be prepared for all full compliance evaluations. Inspection reports will be completed within 90 days of onsite FCE.			
Start/End Dates: 10/01/2004 thru 12/31/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 90	Reports, Final
Deliverable: Prepare report for all offsite full compliance evaluations.			
Description: A detailed inspection report will be prepared for all offsite FCEs within 30 days of completion of the FCE.			
Start/End Dates: 10/01/2004 thru 10/31/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 15	Reports, Final
Deliverable: Referrals for enforcement as appropriate.			
Description: Results of inspections are forwarded to Enforcement Section with recommendations for enforcement action as appropriate			
Start/End Dates: 10/01/2004 thru 10/31/2005	Lead Person: WHITE, ROBERT	Qty/Unit: 10	Referrals

Activity: Develop and maintain an asbestos notification and abatement program (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CULLINANE, STEPHEN

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: COMPLIANCE ASSESSMENT (Current)

Activity: Develop and maintain an asbestos notification and abatement program (Current)

Deliverable: AHERA Asbestos In-Schools Inspections

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLINANE, STEPHEN Qty/Unit: 18 Inspections

Deliverable: Asbestos Licenses Issued

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLINANE, STEPHEN Qty/Unit: 1000 Licenses

Deliverable: Conduct inspections

Description: Number of inspections are an estimate based on the asbestos abatement activity (75 formerly DES; 50 formerly OEH)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLINANE, STEPHEN Qty/Unit: 125 Inspections

Deliverable: Develop and maintain asbestos notification data base

Description: Maintain data base and file NARS quarterly report to EPA

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLINANE, STEPHEN Qty/Unit: 4 Submittals

Deliverable: Prepare inspection reports and refer cases for enforcement as required

Description: Referral will be written and forwarded to enforcement

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLINANE, STEPHEN Qty/Unit: 10 Referrals

Deliverable: Provide outreach and compliance assistance as needed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLINANE, STEPHEN Qty/Unit: 100 Percent

Activity: Develop and maintain an open burning program for brush and unpainted and untreated wood (Current)

Description: Develop and implement a program to prepare and manage burn authorizations and to inspect open burning sites. Investigate complaints dealing with open burning

Start/End Dates: 10/01/1999 thru Lead Person: DEGLER, DAVID

Deliverable: Conduct inspections at municipal open burning facilities.

Description: Conduct compliance inspections at municipal open burning facilities. Burn sites will be inspected at a minimum, once every five years. This is approximately 30 inspections per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DEGLER, DAVID Qty/Unit: 30 Inspections

Deliverable: Prepare inspection reports and recommend enforcement actions for complaint investigations

Description: Prepare inspection report and refer to enforcement as appropriate

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DEGLER, DAVID Qty/Unit: 10 Referrals

Activity: Document inspection policies and procedures to ensure consistent, complete and accurate inspections. (Current)

Description: Document inspection policies and procedures to ensure consistent, complete and accurate inspections that meet EPA CMS requirements.

Start/End Dates: 10/01/1999 thru Lead Person: WHITE, ROBERT

Deliverable: Implement EPA CMS Strategy

Description: Implementation is dynamic and ongoing

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHITE, ROBERT Qty/Unit: 1 Policies

Deliverable: Revise Inspection Checklist

Description: Inspection checklist will be revised to reflect changes in Federal, and State Air Pollution Regulations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOULTON, ALAN Qty/Unit: 1 Drafts

Activity: Receive, track, and respond to complaints. (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: O'BRIEN, MICHAEL

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: COMPLIANCE ASSESSMENT (Current)

Activity: Receive, track, and respond to complaints. (Current)

Deliverable: Complaints received.

Description: Develop and maintain a complaint system to receive, record, prioritize and manage complaints. An average of 200 complaints per year are received.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 200 Complaints

Deliverable: Follow ups / investigations conducted.

Description: Complaint investigations will be conducted as appropriate. Investigations may be conducted through telephone activities or with an onsite investigation. Complaints concerning stationary sources may result in a full compliance evaluations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 180 Investigations

Deliverable: Permit Deviation Report Review

Description: Develop and maintain a system to receive, record and manage permit deviation reports. Estimate more than 200 deviation reports will be received

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 200 Report Assessments

Deliverable: Prepare complaint reports

Description: Inspection reports will be prepared and cases referred to Enforcement as appropriate

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 25 Referrals

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: EMERGENCY RESPONSE AND RISK MANAGEMENT PLANNING (Current)

Description: The Emergency Response and Risk Management Plan Section is responsible for coordinating ARD's response to incidents involving emergency releases of chemicals into the ambient air to ensure the protection of public health. In addition, the Emergency Response Section is responsible for tracking risk management plans for facilities subject to Section 112(r) of the Clean Air Act and for auditing those facilities for compliance with the risk management plan.

Start/End Dates: 10/01/1999 thru PAUs: 04 02 04 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Risk Management Planning (Current)

Description: Continue to encourage the prevention of accidental chemical releases to the air.

Start/End Dates: 10/01/2001 thru Lead Person: Vacant

Deliverable: Audit delegated Title V sources for 112(r) requirements.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 3 Audits

Deliverable: On-going review of all Title V source risk management plans.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 4 Plans

Deliverable: Refer non-notifiers for enforcement, as needed.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 0 Referrals

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: EMISSIONS INVENTORY (Current)

Description: This section maintains an accurate and extensive air pollution emissions inventory of New Hampshire sources. This data is used to determine compliance with state and federal regulations, establish state and national emissions trends and to help in evaluating the effectiveness of the State's air quality programs.

Start/End Dates: 10/01/1999 thru PAUs: 04 02 05 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Collect and review all emission statements (Current)

Description:

Start/End Dates: 10/01/2004 thru Lead Person: STRICKLAND, NEWTON

Deliverable: Send emissions data for previous year to EPA by June

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 Submittals

Activity: Develop and pilot public database access (e.g. permits, permit status, emission inventory,... (Current)

Description: Develop and pilot public database access (e.g. permits, permit status, emission inventory, toxic release inventory, etc.) (Limited)

Start/End Dates: 10/01/1999 thru Lead Person: STRICKLAND, NEWTON

Deliverable: Participation in DES IM Steering Committee.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 4 Meetings

Activity: Establish annual report of emissions trends for the criteria pollutants including point, area,... (Current)

Description: Establish annual report of emissions trends for all regulated pollutants including point, area, mobile and biogenic sources.

Start/End Dates: 10/01/2001 thru Lead Person: STRICKLAND, NEWTON

Deliverable: Analyze emissions data and create emission trends report.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 Reports, Final

Deliverable: Complete annual emissions data review.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 4 Updates

Activity: Quality assure/quality control all submitted NOx, VOC and annual emission statements for affected... (Current)

Description: Quality assure/quality control all submitted NOx, VOC and annual emission statements for affected point sources and/or calculate annual point source emissions data. Verify timely submittance of NOx, VOC and annual emission statements.

Start/End Dates: 10/01/2001 thru Lead Person: STRICKLAND, NEWTON

Deliverable: Emission-based fees assessed and collected.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 Collections

Deliverable: Federal National Emissions Inventory (NEI) database updated.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 Updates

Deliverable: QA/QC annual emissions inventory for all regulated pollutants.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 QA/QCs (Quality Assurance/Quality Control)

Activity: Submit emissions inventory data, compliance data and ambient air quality monitoring data to... (Current)

Description: Submit emissions inventory data, compliance data and ambient air quality monitoring data to their respective federal databases.

Start/End Dates: 10/01/2001 thru Lead Person: STRICKLAND, NEWTON

Deliverable: Respective federal databases updated.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 3 Updates

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: EMISSIONS INVENTORY (Current)

Activity: Submit emissions inventory data, compliance data and ambient air quality monitoring data to... (Current)

Deliverable: Submit air inspection, compliance, and enforcement data into AFS

Description: Data to be submitted to AFS in accordance with ICR every 45 days.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 8 Submittals

Activity: Update toxic inventory for all NH regulated toxic air pollutants. (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: STRICKLAND, NEWTON

Deliverable: Review and/or calculate annual point source air toxic emissions data...

Description: Review and/or calculate annual point source air toxic emissions data.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 Reviews

Deliverable: Update emissions database.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STRICKLAND, NEWTON Qty/Unit: 1 Updates

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: ENFORCEMENT (Current)

Description: The Enforcement Section is responsible for developing and implementing policies and procedures for verifying the accuracy and determining the appropriate compliance or enforcement response to violations of air pollution control regulations, documenting reasons for the response, coordinating with other programs, and determining the appropriateness of a fine or penalty.

Start/End Dates: 10/01/1999 thru PAs: 04 02 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance Assistance and Outreach (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: RUEL, MARY ANN

Deliverable: Identify areas needing compliance assistance or outreach and assist in outreach

Description: Identify areas needing compliance assistance or outreach and assist in outreach with a planned enforcement response to achieve compliance and prevent problems/violations before they exist

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 5 Areas

Deliverable: Provide compliance assistance to regulated community

Description: Provide assistance to regulated community in understanding regulations and filling out applications (e.g., Title V, State Operating Permits, MACT standards, Incinerator Operator Training, Env-A 1400).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 15 Activities

Activity: Coordinate with ARD Programs regarding interpretations, enforceability, and timeliness (Current)

Description: Coordinate with all Air Programs on interpretations and review of rules and regulations, especially those where inconsistent or contradictory interpretations are likely. Coordinate development of policies and procedures, as needed, including interpretation guidance documents.

Start/End Dates: 10/01/2001 thru Lead Person: RUEL, MARY ANN

Deliverable: Coordinate with all Air Programs on interpretations of permits, rules, and regulation

Description: Coordinate with all Air Programs on interpretations of permits, rules, and regulations, especially those where inconsistent or contradictory interpretations are likely. Coordinate development of policies and procedures, as needed, including interpretation guidance documents.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 15 Documents

Deliverable: Review current, draft, and proposed rules for enforceability

Description: Review current, draft, and proposed rules for enforceability and clarity of language, as well as participate on IWGs and EWGs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 5 Documents

Activity: Enforcement (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: RUEL, MARY ANN

Deliverable: asbestos

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 10 Actions

Deliverable: open burning

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 5 Actions

Deliverable: stationary source

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 15 Actions

Activity: Program Management (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: RUEL, MARY ANN

Deliverable: HPV (High Priority Violation) Resolution

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 4 Resolutions

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: ENFORCEMENT (Current)

Activity: Program Management (Current)

Deliverable: HPV (High Priority Violator) Addressing

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 3 Actions

Deliverable: HPV (High Priority Violator) Identification

Description: Review violations to identify HPVs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 5 Sources

Deliverable: Participate on Regional and National Enforcement and Compliance Committee

Description: Participate on Regional (NESCAUM) and National (STAPPA) Enforcement and Compliance Committee; monthly calls and semi-annual and annual meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 3 Activities

Activity: Review Permits for Enforceability (Current)

Description:

Start/End Dates: 10/02/2002 thru Lead Person: RUEL, MARY ANN

Deliverable: State Permits Reviewed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 5 Permits Reviewed

Deliverable: Title V permits reviewed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 3 Permits Reviewed

Activity: Title V Compliance Monitoring (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: RUEL, MARY ANN

Deliverable: Semi-annual Permit Deviations/Monitoring Reports

Description: Track receipt of semi-annual Permit-Deviation/monitoring reports and address any non-reporting. 47 Title V permits issued. Expect 51 to be issued by end of FFY 05.

Per new CMS may need to document review of reports and report to federal data system.

Continue to enter reports received into spreadsheet and database. Follow-up on reports not received and/or non-compliance identified consistent with applicable policies. Respond as appropriate to violations or deficiencies.

Participate in interpretation of Permit Deviations regarding specific permits

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 94 Reports, Final

Deliverable: Track, review and follow-up on Annual Compliance Certifications

Description: Track receipt of annual compliance certifications and address any non-reporting. 47 Title V permits issued. Expect 51 to be issued by end of FFY 05.

Per new CMS will need to document review of reports and report to federal data system.

Continue to enter reports received into spreadsheet and database. Follow-up on reports not received and/or non-compliance identified consistent with applicable policies.

Respond as appropriate to violations and deficiencies.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUEL, MARY ANN Qty/Unit: 47 Reports, Final

Div/Bur: AIR RESOURCES DIVISION COMPLIANCE

Program: TESTING AND MONITORING (Current)

Description: This section is primarily responsible for implementation of two air functions: a) the stationary source stack testing program; and b) the stationary source continuous emissions monitoring (CEM) program. The compliance stack testing effort oversees all emissions testing required by the state or EPA and involves reviewing pretest protocols, participating in the pretest meetings, witnessing/coordinating the actual stack testing in the field and technically reviewing the final report for state acceptance of the data. For those large stationary sources required to continuously monitor emissions, the CEM program involves overseeing the quarterly audits performed on the CEM systems to ensure accuracy of the monitors, witnessing the annual relative accuracy stack-testing audits conducted on each system, and reviewing the quarterly CEM excess emissions reports for compliance with the facility's emissions limits.

Start/End Dates: 10/01/2000 thru PAUs: 04 02 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 2003-Continuous Emissions Monitoring Program (Current)

Description: Implement continuous emissions monitoring (CEM) program throughout the state.

Start/End Dates: 10/01/2002 thru Lead Person: GLENN, JOHN

Deliverable: Number of Excess Emission Reports received

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GLENN, JOHN Qty/Unit: 18 Reports, Final

Deliverable: Number of Excess Emission Reports reviewed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GLENN, JOHN Qty/Unit: 18 Reports, Final

Deliverable: Number of relative accuracy test audits (RATAs) witnessed.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GLENN, JOHN Qty/Unit: 24 Tests

Deliverable: Number of relative accuracy test audit reports technically approved.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GLENN, JOHN Qty/Unit: 24 Reports, Final

Activity: 2003-Stack Testing (Current)

Description: Witness all compliance stack emissions testing performed and technically review results for compliance.

Start/End Dates: 10/01/2002 thru Lead Person: GLENN, JOHN

Deliverable: No of compliance stack tests witnessed.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GLENN, JOHN Qty/Unit: 45 Tests

Deliverable: Number of stack test reports technically approved.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GLENN, JOHN Qty/Unit: 45 Reports, Final

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: AIR TOXICS MANAGEMENT PROGRAM (Current)

Description: This program is designed to protect public health by preventing, controlling, abating and limiting emissions of toxic air pollutants into the ambient air pursuant to RSA 125-I and Section 112 of the 1990 Clean Air Act Amendments. The Air Toxics Program is responsible for the implementation of the State Air Toxics Control Program codified in Env-A 1400 and sets Ambient Air Limits (AALs) or air quality standards for approximately 750 compounds. Sources that emit any of these regulated compounds are required to demonstrate compliance with the AALs. The SSMB is responsible for implementing ENV-A 1400 including determining applicable sources, identification of compliance options and approving appropriate permit conditions for subject sources. This program is also responsible for implementation of the federal Maximum Achievable Control Technology (MACT) Program for NH sources, conducting ambient air toxics monitoring at sites throughout NH, and providing department-wide assistance on issues involving environmental impacts on public health.

Start/End Dates: 10/01/2001 thru PAUs: 04 01 04 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Establish and Operate an Air Toxics Monitoring Program (Current)

Description: In order to track general population exposure levels of regulated toxic air pollutants (RTAPs) and to evaluate the effectiveness of air toxics control programs in NH, the Air Toxics Management Program has established a state-wide air toxics monitoring program. Currently, over 35 RTAPs are monitored at three fixed sites every 12th day. Data is tracked internally at DES and will soon be reported to EPA via the AIRS database. Beginning in FY2002, EPA grant money will be used to establish two new air toxics sampling sites, add new sampling equipment and RTAP target compounds, and establish a sample collection, analysis and reporting quality assurance project plan (QAPP). In addition, routine sample collection is expected to be turned over to the Technical Services Bureau to be conducted in conjunction with other sample collection and monitoring activities.

Start/End Dates: 10/01/2004 thru Lead Person: RUMBA, RICHARD

Deliverable: Continue operation of air toxics monitoring sites.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 3 Locations

Deliverable: Obtain and Report Ambient Air Toxics Monitoring Data at 3 NH Locations

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 3 Locations

Activity: Evaluate and Implement Programs to Address Current Environment and Public Health Concerns (Current)

Description: Air pollutants and toxic chemicals in the environment often have public health implications. The Air Toxics Management Program is often responsible for evaluating and addressing the public health impacts of environmental contaminants.

Start/End Dates: 10/01/2001 thru Lead Person: RUMBA, RICHARD

Deliverable: Attend All Meetings of the Asthma Regional Coordinating Council

Description: As DES representative of the Asthma Regional Council (ARC), attend all biannual meetings, participate as co-chair of the diesel subcommittee, and report findings to the Commissioners Office.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 8 Activities

Deliverable: Attend all meetings of the Legislative Commission to Study Public Health and Environment

Description: As the designated representative of DES to the Legislative Commission to study the relationship between public health and the environment, attend, participate and report on all monthly meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 12 Meetings

Deliverable: Attend and Participate in quarterly meeting of the NH Asthma Control Advisory Council

Description: As DES representative to the statewide asthma advisory council and chairperson of the asthma environment committee; attend, participate in, and report activities of all monthly meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 12 Meetings

Deliverable: Attend and participate in UNH INHALE project

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 6 Events

Deliverable: Participate as DES representative to the DHHS Biomonitoring Council

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 4 Activities

Deliverable: Participate as guest speaker at college/universities and organizations

Description: Participate as guest speaker at college/universities and organizations concerned with public health impacts of air pollution

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 5 Events

Deliverable: Participate in All Monthly Calls of the NESCAUM Air Quality and Public Health Committee

Description: As a member of the Air Quality and Public health Committee, participate in all activities including monthly conference calls and quarterly meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 12 Conference Calls

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: AIR TOXICS MANAGEMENT PROGRAM (Current)

Activity: Evaluate and Implement Programs to Address Current Environment and Public Health Concerns (Current)

Deliverable: Participate in the Dartmouth Medical School/Keene State College research program to investigate the

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 6 Consultations

Deliverable: Work with DHHS in the implementation of the Environment and Public Health Tracking Grant

Description: As DES liaison to the CDC Environmental Public Health Tracking (EPHT) program, attend all meetings and perform all related activities for supporting the successful completion of this project.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 60 Activities

Deliverable: Work with News Reporters on Current Environment and Public Health News Stories

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 4 Interviews

Activity: Implement Federal Air Toxics Control Program in NH (Current)

Description: The US EPA has established a federal air toxics control program under Section 112 of the 1990 Clean Air Act Amendments. The program sets maximum achievable control technology (MACT) standards for designated source categories that must be implemented by affected sources under the Title V operating permit program. DES has been delegated by EPA to implement these MACT standards. The Air Toxics Management Program is responsible for providing input and comments to EPA on proposed MACT standards, tracking completed MACT standards, and assuring that affected NH sources are identified and implement applicable MACT standards as part of the Title V permit process.

Start/End Dates: 10/01/2001 thru Lead Person: RUMBA, RICHARD

Deliverable: Assist in Accepting Delegation for All Promulgated MACT Standards

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 6 Delegations

Deliverable: Assist in Reviewing Title V Permits Involving Air Toxics Control Measures

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 6 Permits Reviewed

Deliverable: Track and notify potential NH sources of applicable MACT Standard developments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 4 Notifications

Activity: Implement State Air Toxics Control Program (Current)

Description: DES has adopted a new air toxics control program under RSA 125-I which became effective for all NH sources as of May 8, 2001. This program, codified under Env-A 1400, sets health risk-based ambient air limits (AALs) for each of over 750 regulated toxic air pollutants (RTAPs). Any NH source that emits an RTAP must demonstrate that its emissions will not result in an exceedance of the AAL. The Air Toxics Management Program is responsible for working with the NH DHHS Bureau of Health Risk Assessment to update the list of RTAPs each year based on recent health risk assessment data and for providing information, assistance and implementation policy recommendations to affected sources as well as DES permitting activities.

Start/End Dates: 10/01/2001 thru Lead Person: RUMBA, RICHARD

Deliverable: Assist in Review/Preparation of State Permits for Sources Emitting Air Toxics

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 20 Permits Reviewed

Deliverable: Provide Technical Assistance to Sources in Determining Air Toxics Control Program Compliance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 30 Determinations

Activity: Implement State Dioxin Reduction Strategy (Current)

Description: As part of efforts to reduce dioxin emissions in New Hampshire, evaluate actions to phase out existing medical waste incinerators and prohibit the construction of new medical waste incinerators.

Start/End Dates: 10/01/2002 thru Lead Person: RUMBA, RICHARD

Deliverable: Assist in completing updated dioxin emissions inventory

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 1 Inventories

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: AIR TOXICS MANAGEMENT PROGRAM (Current)

Activity: Implement State Dioxin Reduction Strategy (Current)

Deliverable: Conduct evaluation of effectiveness of compliance rates for backyard trash burning prohibition

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 1 Evaluations

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: NEW SOURCE REVIEW PERMIT PROGRAM (Current)

Description: The NSR Permit Program consists of two major federal permit programs, namely, Prevention of Significant Deterioration (PSD) and Non-attainment review. This program will also handle Preconstruction Permits for sources avoiding the PSD and Non-attainment review programs.

Start/End Dates: 10/01/2001 thru PAUs: 04 01 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Assist State Permit to Operate Program issue permits (Current)

Description: When requested, assist State Permit Program Coordinator in issuance of temporary permits and state permits to operate for special projects

Start/End Dates: 09/30/2003 thru Lead Person: LAUGHTON, DOUGLAS

Deliverable: Assist in Issuance of Temporary Permits and State Permits to Operate

Description: When requested, assist the State Permit Program Manager with issuance of Temporary Permits or State Permits to Operate for special projects or sources which need quick turnaround time in permit issuance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 6 Permits Issued

Activity: Assist Title V Operating Permit program in issuance of permit modifications (Current)

Description: The Title V Operating Permit Program has greater than 60 major sources to issue permits. In addition, after final permits are issued, most facilities require one or two permit modifications to their Title V Operating Permits during their five year life cycle.

Start/End Dates: 10/01/2002 thru Lead Person: LAUGHTON, DOUGLAS

Deliverable: Provide assistance to Title V Permit Program in issuing modified permits

Description: Due to changes in economics and business conditions, many sources need operational flexibility and need to institute changes at the facility which are accomplished via minor or major permit modifications. Due to the workload, the New Source Review Program Manager can assist in handling these matters.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 4 Permits Issued

Activity: Compliance and Technical Assistance (Current)

Description: Provide compliance assistance and technical assistance to facilities related to NSR, PSD, and MACT program requirements.

Start/End Dates: 10/01/2002 thru Lead Person: LAUGHTON, DOUGLAS

Deliverable: Provide compliance assistance related to NSR/PSD, Section 112(j), and pulp & paper mills

Description: This program will provide compliance assistance on an as needed basis related to the NSR/PSD programs, Section 112(j) MACT Hammer, and Cluster Rules (40 CFR 63 Subparts S and MM). This activity includes site meetings, telephone calls, and written correspondence.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 6 Guidance

Deliverable: Provide technical assistance for enforcement activities related to the NSR/PSD Program

Description: This program will provide technical assistance on an as needed basis with respect to any enforcement activities related to the federal NSR/PSD programs. This activity includes site meetings, telephone calls, and written communications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 2 Guidance

Activity: Pollution Control Projects (Current)

Description: Due to the complexity of the Air regulations (PSD, Non-Attainment and MACT Standards) many sources choose alternative methods for compliance with these standards that are both environmentally and economically superior to the original method. Generally these pollution control projects require much negotiating between the source and EPA and requires significant time in gaining approval.

Start/End Dates: 04/01/2001 thru Lead Person: LAUGHTON, DOUGLAS

Deliverable: Process all pollution control project requests

Description: DES will process any appropriate pollution control project requests in a timely fashion.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 1 Applications, Permit

Activity: Process Plantwide Applicability Limit Permit Applications (Current)

Description: Upcoming changes to the NSR program give facilities flexibility in avoidance of NSR/PSD requirements if the facility takes a plantwide emissions limit for a pollutant and allows them to add new equipment provided they don't exceed their PAL.

Start/End Dates: 10/01/2002 thru Lead Person: LAUGHTON, DOUGLAS

Deliverable: Process 100% of all PAL Permit Applications

Description: A source may comply either through opting out or complying with the federal NSR program by establishing a Plant-wide applicability limit (PAL) for the source. This PAL is established through either a federally enforceable temporary permit or state permit to operate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 1 Permits Issued

Activity: Process all PSD/NSR Related Permit Applications (Current)

Description: Either new major sources or major sources making modification may be subject to the federal New Source Review Permitting Program. Any source that is subject to this regulation would be required to obtain either a PSD and/or Non-Attainment Permit or obtain a federally enforceable synthetic minor permit opting out of the program.

Start/End Dates: 04/01/2001 thru Lead Person: LAUGHTON, DOUGLAS

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: NEW SOURCE REVIEW PERMIT PROGRAM (Current)

Activity: Process all PSD/NSR Related Permit Applications (Current)

Deliverable: Process all NSR (PSD and Non-Attainment) permit applications

Description: Either a new major source or a major source making a major modification is required to obtain a PSD and/or Non-Attainment Permit prior to the commencement of construction of the new facility or major modification. The number of NSR applications varies from year to year, however is tracked as part of the ARD database. The number of NSR applications processed during FFY 2002 is 1.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 1 Permits Issued

Deliverable: Process all TP and PO applications required for PSD/NSR Avoidance

Description: A source opting out of the federal NSR program is required to obtain a federally enforceable temporary permit or state operating permit limiting its potential emissions to below the major source thresholds. The number of NSR avoidance applications varies from year to year, however is tracked as part of the ARD database. Based on previous years, the estimated number of NSR avoidance applications processed during FFY 2002 is 20.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAUGHTON, DOUGLAS Qty/Unit: 2 Permits Issued

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: STATE OPERATING PERMIT PROGRAM (Current)

Description: The State Operating Permit Program issues operating permits to state-only sources of air pollution under the authority of RSA 125-C. This program also issues construction permits to new sources or for modifications at existing sources.

Start/End Dates: 07/01/2002 thru PAUs: 04 01 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance assistance to State Sources (Current)

Description: In general, many complex State and Federal regulations apply to State sources. The majority of the sources are small to medium sized businesses with limited technical and financial resources. Due to the complexity of the regulations, complexity of subsequent air permits issued to State sources, and limited resources of the sources, it is necessary to provide as much compliance assistance to these sources as possible.

Start/End Dates: 10/01/2001 thru Lead Person: MOORE, TODD

Deliverable: Assistance requests from State sources, consultants, general public, and legislature

Description: Due to the complexity of the regulations, existing and potential State sources and consultants frequently request assistance in understanding their obligations. Examples include requests for assistance with applicability determinations, emissions calculations, developing permitting strategies, understanding recordkeeping and reporting requirements, understanding permit terms and conditions, etc. The State Permit Program also fields requests from the general public and the legislature on various regulations and State sources. These requests include questions with respect to the permitting status of State sources, emission levels, regulations, etc.

Includes only requests where a meeting, site visit, and/or written (e.g., letter, fax, email) response required, does not include requests that can be addressed via telephone conversations only (too many to track efficiently). Assumed 1 such request received per month. Does not include assistance related to active applications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 12 Assistances Provided

Deliverable: Renewal notifications for all State permits due to expire within 6 months

Description: To assist existing Sources in maintaining valid permits, send a notice to sources 6 months prior to the expiration date of their existing permits reminding them that they need to submit a renewal application.

Compile list and send reminder letters at least once per quarter.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 4 Notifications

Activity: Process State Permit Applications (Current)

Description: New sources, existing sources requesting permit modifications, existing sources with Temporary Permits wishing to obtain State Permits to Operate, sources wishing to renew State Permits to Operate, and existing sources previously operating without permits are all required to submit permit applications.

Start/End Dates: 10/01/2001 thru Lead Person: MOORE, TODD

Deliverable: Application review site visits & meetings

Description: Due to the complexity of certain sources and applications, the most efficient way for staff to understand the source being reviewed and obtain answers to specific questions is to meet with source representatives and/or visit the source to observe processes/devices being reviewed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 12 Site Visits

Deliverable: Process all GSP applications

Description: Process all GSP applications. Quantity based on average of 60 such applications received per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 60 Applications, Permit

Deliverable: Process all SPO and TP applications

Description: Process all SPO and TP applications. Quantity based on average of 120 such applications received per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 120 Applications, Permit

Deliverable: Process permit application backlog

Description: A backlog of permit applications exists. A backlog application will be defined as an application that has not been put on hold by the applicant and no final action has been taken within 6 months of application receipt. As of 9/30/04, there were approximately 42 such applications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 42 Applications, Permit

Activity: State Permit Program Management (Current)

Description: Maintenance and management of the SOP program is necessary to perform other activities including processing applicaitons.

Start/End Dates: 10/01/2001 thru Lead Person: MOORE, TODD

Deliverable: Continuing education of staff

Description: Due to the broad scope and developing nature of technical and regulatory knowledge necessary to process permit applications, staff needs to continually improve their knowledge of air related issues. At a minimum, each staff member should attend/complete at least one training seminar/conference per year. In addition, each staff memebe should attend/complete at least one training/seminar on general issues (e.g., safety, professional behaviour, etc)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MOORE, TODD Qty/Unit: 8 Training Sessions

Activity: State Source Data Management (Current)

Description: Maintain data necessary to measure and evaluate performance of State permit program

Start/End Dates: 10/01/2001 thru Lead Person: MOORE, TODD

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: STATE OPERATING PERMIT PROGRAM (Current)

Activity: State Source Data Management (Current)

Deliverable: Prepare in-house permitting guidebook

Description: Prepare guidebook for permit engineers to that outlines steps to be taken during the permit evaluations and identify permit engineer responsibilities.

Start/End Dates: 10/01/2004 thru 09/30/2005

Lead Person: MOORE, TODD

Qty/Unit: 1 Guidebooks

Deliverable: Prepare quarterly summary reports on State permit application processing

Description: Update MTRS and prepare quarterly summary reports on State permit application processing including number of applications recieved, number of permits noticed, and number of permits issued.

Start/End Dates: 10/01/2004 thru 09/30/2005

Lead Person: MOORE, TODD

Qty/Unit: 4 Updates

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: STATIONARY SOURCE MANAGEMENT BUREAU PLANNING PROGRAM (Current)

Description: The SSMB Planning Program oversees the administrative rule making process for the Division. This program is also responsible for overseeing and maintaining the Stationary Source portion of the SIP. The SIP is the state's plan for achieving and maintaining compliance with federal air quality standards. In addition, the section develops CAA Section 111(d) State Plans in response to federally developed Emissions Guidelines.

Start/End Dates: 10/01/2001 thru PAUs: 04 01 04 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Revise State Air Toxics Program (Env-A 1400) rules (Current)

Description: The list of regulated toxic air pollutants (RTAPs), which contains ambient air limits (AALs) for each, is primarily based on chemicals and their occupational exposure limits (OELs) established by the American Conference of Governmental Industrial Hygienists (ACGIH). The ACGIH updates its list of chemicals, with their corresponding OELs, on an annual basis. Then, the NH Dept. of Health and Human Services reviews the ACGIH list and determines, in coordination with Rick Rumba, changes that need to be made to the RTAP list.

Start/End Dates: 10/01/2001 thru Lead Person: RUMBA, RICHARD

Deliverable: Annual update of RTAP list completed by 9/30

Description: Amend rule annually to update RTAP list.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules

Activity: Amend Env-A 500, Federal NSPS and NESHAP, to include new federal standards. (Current)

Description: This chapter incorporates by reference EPA's standards for new sources and hazardous air pollutants. The chapter must be updated every year to include any standards or amendments EPA has adopted in previous year.

Start/End Dates: 10/01/2003 thru Lead Person: HOFFMAN, BARBARA

Deliverable: Amend Env-A 500, Federal Standards, annually.

Description: Amend rule annually.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules

Activity: Amended rulemaking for Env-A 2900 (Current)

Description: Submit DES recommendation for mercury and phase II carbon dioxide caps to the NH Legislature by 3/31/04 for amended legislation by 7/1/05, and initiate rulemaking amendment process thereafter.

Start/End Dates: 10/01/2003 thru 09/30/2006 Lead Person: FONTAINE, JOSEPH

Deliverable: Amend Clean Power Act/Rule to include mercury & phase 2 CO2 caps

Description: Develop DES recommendations on mercury and phase II carbon dioxide caps to submit to the NH Legislature by 3/31/04 for amended legislation by 7/1/05, and initiate rulemaking amendment process thereafter.

Start/End Dates: 06/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 1 Rules

Activity: Conduct dispersion modeling for stationary source permitting programs. (Current)

Description: Ongoing dispersion analysis for stationary source permitting

Start/End Dates: 10/01/2004 thru Lead Person: BLACK, JAMES

Deliverable: Respond to permit modeling requests

Description: modeling performed in support of air permit applications to determine compliance with state and federal regulations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BLACK, JAMES Qty/Unit: 60 Requests

Activity: Initiate rulemaking on permanent rules for Env-A 3000 and 3100. (Current)

Description: Special rules were adopted for the Emissions Reduction Credits Trading Program and the Discrete Emissions Reductions Trading Program, and these rules were submitted to EPA for review in January of 1997. Guidance from EPA is expected in FY 2002 so that permanent rulemaking can be initiated by 9/30/02.

Start/End Dates: 10/01/2001 thru Lead Person: FONTAINE, JOSEPH

Deliverable: Initiate rulemaking on permanent rules for Env-A 3000 and 3100.

Description: END DATE EXTENDED FROM 09/30/2004. Initiate permanent rulemaking by 9/30/03.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 2 Rules

Activity: Readopt Administrative Rules scheduled to expire in calendar year (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: HOFFMAN, BARBARA

Deliverable: Env-A 1400, Regulated Toxic Air Pollutants

Description: Adopt rule by 3/5/05.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: STATIONARY SOURCE MANAGEMENT BUREAU PLANNING PROGRAM (Current)

Activity: Readopt Administrative Rules scheduled to expire in calendar year (Current)

<p>Deliverable: Env-A 1601-1610, Fuel Specifications</p> <p>Description: Adopt rule by 5/29/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Env-A 1800, Asbestos Management & Control</p> <p>Description: Adopt rule by 4/1/05 and submit to EPA for delegation of NESHAP authority under 40 CFR 61, Subpart M by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Env-A 1900, Incinerators</p> <p>Description: Adopt rule by 4/1/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Env-A 2000, Fuel-Burning Devices</p> <p>Description: Adopt rule by 5/1/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Env-A 2700, Hot Mix Asphalt Plants</p> <p>Description: Adopt rule by 1/18/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Env-A 2800, Sand & Gravel Sources, and Cement & Concrete Sources</p> <p>Description: Adopt rule by 1/18/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Readoption of Env-A 1100, Mobile Source Air Pollution, by 9/28/04</p> <p>Description: END DATE EXTENDED FROM 9/28/04.</p> <p>Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules</p>
<p>Deliverable: Readoption of Env-A 2100, Process, Manufacturing & Service-Based Industries</p> <p>Description: Adopt rule by 1/18/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Readoption of Env-A 2400, Ferrous & Non-Ferrous Foundries, Smelters, & Investment Casting Operations</p> <p>Description: Adopt rule by 1/18/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Readoption of Env-A 2500, Pulp & Paper Industry</p> <p>Description: Adopt rule by 1/18/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>
<p>Deliverable: Readoption of Env-A 2600, Total Reduced Sulfur Emissions from Kraft Mills</p> <p>Description: Adopt rule by 1/18/05 and submit SIP revision by 9/30/05.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 2 Rules</p>

Activity: Reorganize Division's electronic files (Current)

Description: Electronic files need to be organized so that all personnel can find what they need, and so that extraneous files can be deleted, thus providing more room on the hard drive.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ELDRIDGE-BANACK, SHERI

<p>Deliverable: Reorganize Division's electronic files</p> <p>Description: Develop and implement a coherent system for filing electronic documents for each Bureau and the Administration.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NIEJADLIK, THOMAS Qty/Unit: 4 Filing System</p>
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Activity: Review files for documents requested by the public. (Current)

Description:

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: STATIONARY SOURCE MANAGEMENT BUREAU PLANNING PROGRAM (Current)

Activity: Review files for documents requested by the public. (Current)

Under RSA 91-A, the public has a right to review and copy all non-confidential files in the possession of DES. Approximately 5 requests are received each month. Planning personnel review the requested files for confidential documents, then arrange for the requesting party to review the non-confidential files.

Start/End Dates: 10/01/2001 thru Lead Person: HOFFMAN, BARBARA

Deliverable: Review files for documents requested by the public.

Description: Respond to approximately 50-60 requests for documents by gathering and reviewing pertinent files.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 50 Reviews

Activity: Revise Env-A 101, Definitions (Current)

Description: Env-A 101 defines numerous terms that are no longer used in Env-A rules, and others that need their definitions to be revised because of rule changes.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA

Deliverable: Revise Env-A 101, Definitions

Description: Revise Env-A 101 by deleting terms no longer used and revising definitions that need updating.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules

Activity: Revise Env-A 3707 regarding NOx Fund fees (Current)

Description: Changes in Env-A 700 as to when fees should be paid require like changes in Env-A 3707.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA

Deliverable: Amend Env-A 3707 as to when fees should be paid.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules

Activity: Revise Env-A 803 & 1211 regarding auxiliary boilers (Current)

Description: Testing rules for small auxiliary boiler and monitoring requirements for utility boilers need to be revised.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA

Deliverable: Amend Env-A 803 and 1211 to revise requirements for auxiliary boilers.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HOFFMAN, BARBARA Qty/Unit: 1 Rules

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: TITLE V OPERATING PERMIT PROGRAM (Current)

Description: The Title V Operating Permit Program requires that major sources of air pollution obtain a Title V Operating Permit. In 1995, DES adopted wide-sweeping changes to its existing operating permit program in order to comply with federally mandated Clean Air Act (CAA) requirements.

Start/End Dates: 06/30/1995 thru PAUs: 04 01 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance assistance to Title V Sources (Current)

Description: In general, many complex regulations apply to Title V sources. Due to the complexity of the regulations and subsequent Title V permits issued to Title V sources, it is necessary to provide as much compliance assistance to these sources as possible.

Start/End Dates: 06/30/1995 thru Lead Person: Vacant

Deliverable: Complete 100% of compliance assistance requests from existing/new Title V sources and consultants

Description: Due to the complexity of the regulations, existing and potential Title V sources and consultants request assistance in understanding their obligations. These requests maybe to complete an applicability determination, help with emissions calculations, understanding recordkeeping and reporting requirements, understanding permit terms and conditions, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 100 Percent

Deliverable: Complete 100% of compliance assistance requests from general public and legislature

Description: The Title V Permit Program fields many requests from the general public and the legislature on various regulations and Title V Sources. These requests include questions with respect to the permitting status of Title V Sources, emissions levels, various regulations, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 100 Percent

Activity: Process Title V Permit Applications (Current)

Description: NH's Title V Program became effective on 6/30/95. Initial Title V applications were required to be filed by 6/30/96. As of 5/25/01, NH has a total number of 57 Title V sources and of that total, 35 initial Title V permits have been issued to date, with 22 initial Title V permit applications remaining to be processed. Applications for modifications to existing Title V permits and for new Title V sources are also received and need to be processed in a timely manner. As new requirements become effective for Title V sources with Title V permits, existing Title V permits need to re-opened to include the new requirements.

Start/End Dates: 06/30/1996 thru Lead Person: Vacant

Deliverable: Process all TP and PO required for modifications at existing Title V sources

Description: Modifications occur at Title V sources that require either a temporary permit or a state operating permit to be issued prior to the Title V permit. The number of temporary permits and state operating permits for Title V sources varies from year to year, however the permits issued are tracked as part of the Air Resources Division Database. Based on previous years, the following number is an estimate of the number of temporary permits and state operating permits that will be processed during FFY 2005.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 8 Permits Issued

Deliverable: Process all Title V Permit re-openings

Description: Should a new regulatory requirement become effective after the a title v permit is issued, the permit may be re-opens for cause to include the new permit term or condition. This number varies from year to year, the permits issued are tracked as part of the Air Resources Division Database. Based on past years, the following is an estimate of how many re-openings will be necessary.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Re-Openings

Deliverable: Process all new Title V permit applications received for new Title V sources

Description: As of 9/24/04, NH has 3 new Title V sources from the initial list developed in 1996. As new sources are discovered or new sources commence construction in the state, this number will increase. New Title V sources are required to file for and obtain Title V Operating Permits. ARD will process 100% of all new initial Title V permit applications as they are received. This number varies from year to year however, the applications are tracked as part of the Air Resources Division Database. Based on past years, the following is an estimate of the number of new initial title V permit applications that ARD will process during FFY 2005.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 3 Permits Issued

Deliverable: Process all remaining initial Title V permit applications

Description: As of 9/24/04, NH has 4 initial Title V permits to issue during FFY05. Three of these initial Title V Permits are in the public participation phase.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 4 Permits Issued

Deliverable: Process all renewals to existing Title V permits

Description: During FFY05, 23 Title V permits will expire and need to be renewed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 23 Permits Issued

Deliverable: Process all requests for modifications to existing Title V permits

Description: Process 100% of the requests for modifications to existing Title V permits in accordance with all regulatory requirements. This number varies from year to year however, the applications are tracked as part of the Air Resources Division Database. Based on past years, the following is an estimate of how many requests for permit modification will be recieved during FFY 2005.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 4 Permits Issued

Activity: Title V Program Management (Current)

Description: This activity includes many functions related to both Title V program management and the management of Title V sources in general. Examples include: single source SIP revisions, Title V permit renewal notifications, participation in regional and national permitting committees, etc.

Start/End Dates: 06/30/1995 thru Lead Person: Vacant

Div/Bur: AIR RESOURCES DIVISION STATIONARY SOURCE MANAGEMENT

Program: TITLE V OPERATING PERMIT PROGRAM (Current)

Activity: Title V Program Management (Current)

Deliverable: Evaluate Title V Permit Issuance Goal and make necessary adjustments			
Description: Evaluate the Title V Permit Issuance Goal at least quarterly and make any necessary adjustments to meet over all program goals.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 4	Reviews
Deliverable: Process 100% of all Compliance Bureau referrals			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 100	Percent
Deliverable: Process 100% of all single source SIP revisions for Title V sources as needed			
Description: Develop and implement all necessary single source SIP revisions for Title V sources. This includes single source SIP revisions associated with NOx and VOC RACT requirements. Since this number is not known at this time, the quantity listed below is an estimate based on previous years.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 3	SIPs (State Implementation Plans)
Deliverable: Send out renewal notifications for all Title V permits issued in through September of 2001			
Description: As required in Env-A 609.16, ARD must send out renewal notifications at least 12 months prior to the expiration of the Title V Permit.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 5	Notifications

Activity: Title V Source Data Management (Current)

Description: The Title V Permit Program tracks many data elements in various databases including the Air Resources Division Database (FoxPro), and the Title V Website.

Start/End Dates: 06/30/1995 thru Lead Person: Vacant

Deliverable: Maintain current data for Title V Sources in the Air Resources Database			
Description: Update data elements and ensure that staff is maintaining data contained in the Air Resources Division Database (developed in FoxPro). This data should be checked at least monthly for accuracy.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 12	Reviews
Deliverable: Maintain current data listed on the Title V Website			
Description: Update data elements on the Departments Title V Website as necessary. This data should be checked at least monthly for accuracy. The website address is: www.des.state.nh.us/ard/titleV.htm			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 12	Reviews
Deliverable: Update Measures Tracking & Reporting System			
Description: Update the measures tracking and reporting system database for the Title V Permit Program. Use summarized data to evaluate the programs progress and identify items that may need adjustment to meet goals.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: Vacant	Qty/Unit: 4	Updates

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: AIR MONITORING UNIT (Current)

Description: The Ambient Air Monitoring Unit is responsible for operation and maintenance of New Hampshire's ambient air monitoring network. New Hampshire operates several remote facilities around the state, at which DES monitors for criteria air pollutants as prescribed by the US EPA, including sulfur dioxide, ozone, nitrogen oxides, particulate matter, volatile organic compounds, and mercury. The data collected at these sites is used to determine air quality status, confirmation of air quality trends and predictions for the Northeast region, and to provide the basis for future policy planning. This data is transmitted into a federal database for both local and national use. The Ambient Air Monitoring Unit also provides assistance with data collection and analysis for special studies related to ambient air quality.

Start/End Dates: 10/01/2001 thru PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administrative program management (Current)

Description: Personnel administration, evaluation

Start/End Dates: 10/01/2002 thru Lead Person: MORIN, JOANNE

Deliverable: Conduct annual evaluation of employees

Description: Write evaluations, hold meetings with employees

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 8 Evaluations

Activity: Assist Town of Londonderry in establishing an air monitoring station (Current)

Description:

Start/End Dates: 06/30/2003 thru Lead Person: PERKINS, KENDALL

Deliverable: Provide weekly quality control checks of equipment

Description: Provide quarterly update that weekly quality control checks were performed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 4 QA/QCs (Quality Assurance/Quality Control)

Activity: CO Data Capture (Current)

Description: Have at least 75% quarterly capture rate for CO

Start/End Dates: 10/01/2002 thru Lead Person: PERKINS, KENDALL

Deliverable: Achieve a capture rate of at least 75% at all active CO monitoring stations.

Description: Identify 1 complete data set if 75% capture rate across all sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% data capture rate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 4 Data Sets

Activity: NO2 Data Capture (Current)

Description: Have at least a 75% quarterly capture rate for NO2

Start/End Dates: 10/01/2002 thru Lead Person: PERKINS, KENDALL

Deliverable: Achieve a data capture rate of at least 75% at all active NO2 monitoring sites.

Description: Identify 1 complete data set if 75% data capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% capture rate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 4 Data Sets

Activity: Network modifications (Current)

Description: Made on-gong modifications in consultation with EPA

Start/End Dates: 10/01/2003 thru Lead Person: PERKINS, KENDALL

Activity: O3 Data Capture (Current)

Description: Have at least a 75% quarterly data capture rate for O3 - No data capture for any site from 10-1-02 to 3-31-03.

Start/End Dates: 10/01/2003 thru Lead Person: PERKINS, KENDALL

Deliverable: Achieve a data capture rate of at least 75% at all active O3 monitoring sites.

Description: Identify 1 complete data set if 75% data capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% data capture rate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 4 Data Sets

Activity: Operate and maintain air monitoring networks in conformance with 40 CFR Part 58. (Current)

Description: Operate and maintain monitoring network (PAMS, NAMS, SLAMS), including quality control and assurance (equipment audit and performance check procedures), site maintenance, establishment of replacement and new monitoring sites, planning for expansion of existing network, and appropriate responses to federal and DES program audits.

Start/End Dates: 10/01/2003 thru Lead Person: PERKINS, KENDALL

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: AIR MONITORING UNIT (Current)

Activity: Operate and maintain air monitoring networks in conformance with 40 CFR Part 58. (Current)

<p>Deliverable: Develop & implement correct action plan for 2004 TSA</p> <p>Description: Respond to deficiencies identified by EPA from 2004 Technical systems audit</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 1 Plans</p>				
<p>Deliverable: Monthly calibration on air monitoring equipment.</p> <p>Description: NOx - 4/mo CO - 2/mo O3 - 17/mo (summer only) SOx - 7/mo PM2.5 - 19/mo PM2.5 cont. - 3/mo PM2.5 spec. - 2/mo met stations - 2/yr data loggers - 15/yr chart recorders - 25/yr</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: POISSON, JAMES Qty/Unit: 4 Data Sets</p>				
<p>Deliverable: Periodic maintenance and repair of all air monitoring equipment.</p> <p>Description: Ongoing maintenance and repair of air monitoring and climate control equipment. Repairs are as needed. Network will be considered capable if 90% of equipment was fully operational throughout quarter.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: POISSON, JAMES Qty/Unit: 4 Capabilities</p>				
<p>Deliverable: Quarterly accuracy audits on air monitoring equipment.</p> <p>Description: NOx - 4/qtr CO - 2/qtr O3 - 17/qtr (3 qtrs total - summer only) SOx - 7/qtr PM2.5 - 19/qtr PM2.5 cont. - 3/qtr PM2.5 spec. - 2/qtr</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: POISSON, JAMES Qty/Unit: 4 Data Sets</p>				
<p>Deliverable: Weekly precision checks on air monitoring equipment.</p> <p>Description: NOx - 4/wk CO - 2/wk O3 - 17/wk (summer only - 7 months) SOx - 7/wkr</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VERVILLE, TIMOTHY Qty/Unit: 4 Data Sets</p>				

Activity: PAMS data capture (Current)

Description: report on PAMS data capture for PAMS season

Start/End Dates: 10/01/2002 thru Lead Person: MORIN, JOANNE

<p>Deliverable: 2003 PAMS data compilation and entry into AIRS</p> <p>Description:</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 1 Data Sets</p>				
<p>Deliverable: 2004 Data capture 24-hour VOC samples</p> <p>Description: Collect samples and submit data to AIRS</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 1 Data Sets</p>				
<p>Deliverable: 2004 PAMS data compilation and entry into AIRS</p> <p>Description:</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 2 Data Sets</p>				
<p>Deliverable: 2005 PAMS data capture at Kittery</p> <p>Description:</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: STUMPO, LARA Qty/Unit: 1 Data Sets</p>				

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: AIR MONITORING UNIT (Current)

Activity: PAMS data capture (Current)

Deliverable: Implement Quality Control Procedures

Description: Identify quality control charts and spreadsheets needed as well as checklists for GC operators at Kittery and Nashua

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 2 QA/QCs (Quality Assurance/Quality Control)

Deliverable: Install new GC at Gilson Road

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 1 Installations

Deliverable: PAMS data capture at Kittery

Description: For 2004 sampling season

Start/End Dates: 09/01/2003 thru 12/31/2005 Lead Person: STUMPO, LARA Qty/Unit: 1 Data Sets

Activity: PM2.5 Data capture. (Current)

Description: report on quarterly data capture

Start/End Dates: 10/01/2002 thru Lead Person: PERKINS, KENDALL

Deliverable: Achieve a capture rate of at least 75% at all PM 2.5 monitoring stations.

Description: Identify 1 complete data set if 75% data capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% data capture rate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 4 Data Sets

Activity: Physical maintenance of monitoring stations. (Current)

Description: Physical maintenance of structures, sites and landscaping for enhancement of safety, access, and appearance.

Start/End Dates: 09/01/2001 thru Lead Person: VERVILLE, TIMOTHY

Deliverable: Pass quarterly inspections of physical condition of 19 NH Air Monitoring stations.

Description: Conduct maintenance as needed to pass quarterly inspections at each site.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VERVILLE, TIMOTHY Qty/Unit: 76 Inspections

Activity: Preparation and submittal of Quality Assurance Project Plans (Current)

Description: EPA is requiring that states prepare and submit updated QAPPs for gaseous criteria pollutants, continuous PM 2.5 and PM 10. SOPs which reflect operating procedures for data collection, validation, and maintenance are to be prepared and incorporated into the QAPP's as appendices.

Start/End Dates: 10/01/2001 thru Lead Person: PERKINS, KENDALL

Deliverable: Annual review of SOPs for operation of PM 10 samplers

Description: Review and update Standard Operating Procedures (SOPs) for the installation, calibration, operation and maintenance of PM 10 samplers.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 1 Reviews

Deliverable: Annual review of SOPs for operation of continuous PM 2.5 sampler

Description: Write Standard Operating Procedures (SOPs) for the installation, operation and maintenance of continuous PM 2.5 sampling equipment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 1 Reviews

Deliverable: Annual review of approved Quality Assurance Project Plans

Description: Review and update all previously approved QAPPs and submit changes to EPA for approval.
Some of this

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 1 Reviews

Deliverable: Prepare or modify existing Quality Assurance Project Plan for continuous PM 2.5

Description: Update existing Quality Assurance Project Plan to include continuous PM 2.5 or write separate document.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Activity: Renew lease contracts (Current)

Description: DES has ongoing lease contracts with property owners for some sites in NH's air monitoring network

Start/End Dates: 10/01/2002 thru Lead Person: PERKINS, KENDALL

Activity: SO2 Data Capture (Current)

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: AIR MONITORING UNIT (Current)

Activity: SO2 Data Capture (Current)

Description: Have at least a 75% quarterly capture rate for SO2

Start/End Dates: 10/01/2002 thru Lead Person: PERKINS, KENDALL

Deliverable: Achieve a data capture of at least a 75 percent at all active SO2 monitoring sites.

Description: Identify 1 complete data set if 75% capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not meet a 75% data capture rate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERKINS, KENDALL Qty/Unit: 4 Data Sets

Activity: Update Air Monitoring Program Website (Current)

Description: Update map, new narrative, more modern equipment, pictures

Start/End Dates: 10/01/2003 thru Lead Person: MORIN, JOANNE

Deliverable: Insert updated program maps

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 3 Web Site Postings

Deliverable: Insert updated program pictures

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 3 Web Site Postings

Deliverable: Review and redraft, if appropriate, program narrative

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 1 Narratives

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: ECONOMIC INCENTIVE PROGRAMS (Current)

Description: The Clean Air Act Amendments of 1990 recognized the merit of using market-based approaches to help achieve clean air goals. For example, the Amendments introduced a market-based allowance trading system for controlling sulfur dioxide emissions that contribute to acid rain. Reductions are achieved through an "emissions budget" or "cap" trading system that places a "cap" on emissions for a specific category of sources, power plants. In contrast, an open market system allows, but does not require, any emissions source or facility, including mobile sources, to participate and does not set a limit on the number of emissions reductions credits generated or sold. DES has both types of trading programs, which are managed by a single Program Manager. The programs achieve reductions in emissions that contribute to ground level ozone.

Start/End Dates: 01/20/1997 thru PAUs: 04 01 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Discrete Emissions Reduction (DER) Trading Program (Current)

Description: The DER Trading Program (Env-A 3100) is an open market system of trading. The DERs are mass-based units (1 DER = 1 ton) representing discrete, retrospective emission reductions. DERs can be voluntarily generated by stationary, mobile, or area (e.g. off-road equipment, consumer products) sources. NOx and VOCs are included because New Hampshire is in the Ozone Transport Region. The DER Trading Program is intended to give RACT sources and sources subject to New Source Review (NSR) compliance flexibility and the opportunity to reduce compliance costs. Although it is not an attainment strategy, the program benefits the environment by requiring that 10 percent of all credits are retired (discounted) before they are used.

Start/End Dates: 01/20/1997 thru Lead Person: FONTAINE, JOSEPH

Deliverable: >= 64 DER retired for environmental benefit

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 64 Tons

Activity: Emissions Reductions Credit (ERC) Trading Program (Current)

Description: The ERC Trading Program (Env-A 3000) is also an open market system of trading. The ERCs are rate-based units (1 ERC= 1ton/year) representing continuous, permanent emission reductions. ERCs can be voluntarily generated by stationary, mobile, or area (e.g., off-road equipment, consumer products) sources. NOx and VOCs are included because New Hampshire is in the Ozone Transport Region. The ERC Trading Program is not intended to reduce emissions (for example, it is not an attainment strategy) but rather to give RACT sources and sources subject to New Source Review (NSR) compliance flexibility and the opportunity to reduce compliance costs. There is also an economic development aspect: shutdown credits can only be used by the generator (they can not be traded). If the generator cannot use them, they become "public ERCs" in a state-controlled account. The state can then use these ERCs for purposes of job retention (highest priority), economic development, and job creation.

Start/End Dates: 01/20/1997 thru Lead Person: FONTAINE, JOSEPH

Deliverable: >100 ERCs banked/retired for environmental benefit

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 100 Tons

Activity: NITROGEN OXIDES (NOX) BUDGET TRADING PROGRAM (Current)

Description: The NOx Budget Trading Program (Env-A 3200) implements the Ozone Transport Commission Memorandum of Understanding (OTC MOU), which was signed on September 27, 1994 and called for regional NOx reductions beginning in 1999 implemented through a market-based budget (or cap) and trading program. Not only is NH's NOx Budget Trading Program designed to achieve the ozone season NOx reductions required by the OTC MOU, but also it is designed to achieve at least an additional 100 tons of NOx reductions per season for environmental benefit. By May 1, 1999, the currently existing affected facilities (utility boilers and combustion turbines at 5 Public Service of New Hampshire (PSNH) facilities) in New Hampshire shall reduce their NOx emissions from their 1990 baseline emissions of 14,589 tons to 4,674 tons. These significant NOx emission reductions, combined with similar reductions in other OTR States, should help improve air quality by reducing ground-level ozone concentrations. Exposure to ozone causes decreased lung capacity, particularly in children and elderly.

Start/End Dates: 05/01/1999 thru Lead Person: FONTAINE, JOSEPH

Deliverable: >= 10,950 tons reduced from baseline 1990 ozone season NOx emissions (14,589 tons)

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 10950 Tons

Activity: NOX EMISSIONS REDUCTION FUND FOR NOX-EMITTING GENERATION SOURCES (Current)

Description: The NOx Emissions Reduction Fund (Env-A 3700) implements statute RSA 125-J:14. Due to high retail electricity rates in the state, many businesses have sought to control their electric costs by use of internal combustion engine electricity generators that run on fossil fuels. These generators have increased NOx emissions and use of additional units has the future potential to substantially increase such emissions and to increase electric rates for customers purchasing electricity from sources subject to more stringent NOx regulations. Therefore, electricity generation equipment, defined as NOx-emitting generation sources, shall be subject to NOx emission requirements more similar to requirements for larger electricity generators that are NOx budget sources. As an alternative to such requirements, the owners of such sources may make certain payments to assist in NOx emission reduction from such generators or may acquire NOx budget allowances or other emissions reduction mechanisms.

Start/End Dates: 01/01/2000 thru Lead Person: FONTAINE, JOSEPH

Deliverable: >= \$17,500 cumulative balance in NOx emissions reduction fund

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 17500 Dollars

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: ENERGY PROGRAMS UNIT (Current)

Description: The Energy Programs Unit is responsible for activities related to global climate change, including maintenance of New Hampshire's greenhouse gas inventory, preparation of plans relative to reducing emissions of greenhouse gases and energy efficiency, planning and outreach activities associated with global warming and climate change, and technical support for policy and program initiatives at the local, state, and national levels.

Start/End Dates: 10/01/2001 thru PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Energy Efficiency Programs (Current)

Description: Support and implement programs to enhance and promote energy efficiency.

Start/End Dates: 10/01/2002 thru Lead Person: MORIN, JOANNE

Deliverable: Conduct public outreach on energy and climate change issues.

Description: Conduct public outreach to local communities, schools, businesses and organizations on the environmental impact of energy use.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 3 Events

Deliverable: Energy Efficient Schools

Description: Participate in a Department of Education collaborative to promote energy efficient schools through the DOE High Performance Schools model.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 3 Meetings

Activity: Administrative program management (Current)

Description: Personnel administration, evaluation.

Start/End Dates: 10/01/2002 thru Lead Person: MORIN, JOANNE

Deliverable: Conduct annual evaluation of personnel.

Description: Write evaluations, hold meetings with employees.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 1 Evaluations

Activity: Energy Planning Activities (Current)

Description: Activities and programs to promote alternative forms of energy that are less pollution.

Start/End Dates: 10/01/2002 thru Lead Person: MORIN, JOANNE

Deliverable: Implement Generation Information System (GIS)

Description: Participate on Oversight Workgroup to update GIS Operating Rules as necessary to implement the system in an effective manner to promote New England-wide trading of less polluting environmental attributes of electric power.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 2 Conference Calls

Deliverable: Phase II CO2 Cap

Description: Participate in legislative consideration of proposal for a Phase II carbon dioxide cap.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 2 Meetings

Activity: Implement NH Greenhouse Gas Registry (Current)

Description: NH adopted (in early 2001) rules for (Env-A 3800) a GHG Registry, which allows NH entities to document actions they have taken to reduce GHG emissions. In the event that future GHG reduction targets are implemented, the NH Registry would help New Hampshire entities take credit for mitigation actions they have already taken.

Start/End Dates: 10/01/2001 thru Lead Person: FONTAINE, JOSEPH

Deliverable: BIA Greenhouse Gas Reduction Workshop

Description: END DATE EXTENDED FROM 09/30/2004. Work with the Business and Industry Association to develop recommendations for greenhouse gas reductions to meet the New England Governors and Eastern Canadian Premiers (NEG/ECP) goals set out in their Climate Change Action Plan. Quantify potential reductions to the extent possible.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 3 Meetings

Deliverable: Develop reporting protocols for NH GHG Registry

Description: Develop protocols that provide guidance to NH businesses and individuals on how to calculate and register their emissions on the NH GHG Registry.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 1 Protocols

Deliverable: Develop web-based tool for GHG Registry

Description: END DATE EXTENDED FROM 09/30/2004. Develop a user friendly interface for registering GHG reductions and calculating GHG emissions that is web accessible. If possible, utilize software developed by others and modify to meet NH requirements.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 1 Computer Programs

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: ENERGY PROGRAMS UNIT (Current)

Activity: Implement NH Greenhouse Gas Registry (Current)

Deliverable: Regional Greenhouse Gas Registry and Trading System

Description: Participate in regional effort to develop a regional greenhouse gas registry and trading system as called for in the New England Governors and Eastern Canadian Premiers (NEG/ECP) Climate Change Action Plan and in support of the Regional Greenhouse Gas Initiative

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 4 Meetings

Deliverable: Register NH businesses for GHG reductions.

Description: Register NH businesses/entities with the NH GHG Registry, provide assistance for computation of reductions and registration.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 2 Businesses

Activity: Participation in Regional Climate Change Committees (Current)

Description: NESCAUM, OTC, NEG/ECP and STAPPA/ALAPCO all have committees which focus primarily on Climate Change. Ongoing.

Start/End Dates: 10/01/2001 thru Lead Person: MORIN, JOANNE

Deliverable: Multi-State Initiation for a Regional Greenhouse Gas Cap

Description: Participate in regional workgroup to develop a program to cap greenhouse gas emissions from the power sector in New England and other eastern states.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FONTAINE, JOSEPH Qty/Unit: 10 Meetings

Deliverable: Participation in STAPPA/ALAPCO Global Warming Committee

Description: Participation in conference calls and attendance at meetings at discretion of Air Resources Director, preparation of technical and outreach materials to support NHs participation.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 6 Conference Calls

Deliverable: Participation in the NEG/ECP Climate Change Steering Committee

Description: Participation in conference calls and attendance at meetings as assigned by Air Resources Director and preparation of technical materials in support NEG/ECP Climate Change Action Plan.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 2 Meetings

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PLANNING/MOBILE SOURCES UNIT (Current)

Description: The Mobile Sources Unit is responsible for policy planning related to mobile sources (e.g., vehicles, equipment, fuels) and area sources (e.g., small business, populated based emissions) of air pollution, maintenance of the State's criteria air pollutant emissions inventory for mobile and area sources, issues related to new vehicle and fuel standards, state level vehicle emissions and inspection programs, transportation conformity, outreach relative to mobile and area sources, and technical and policy support for studies related to fuels, fuel components (i.e., MTBE), vehicles, and mobile and recreational equipment.

Start/End Dates: 10/01/2001 thru PAUs: 04 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administrative program management (Current)

Description: Personnel administration, evaluation

Start/End Dates: 10/01/2002 thru Lead Person: MORIN, JOANNE

Deliverable: Conduct annual evaluation of employees

Description: Write evaluations, hold meetings with employees

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 3 Evaluations

Activity: DOT Long Range Transportation Plan development (Current)

Description: Participate in Advisory Committee and Agency Technical Committees as necessary (Recommend deleting this as an Activity and moving the Deliverable under "Transportation Planning" below.)

Start/End Dates: 10/01/2003 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Participate in development of Statewide Long Range Transportation Plan

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 5 Meetings

Activity: Evaluate potential for emissions reductions at New England regional airports (Current)

Description: Evaluate potential for emissions reductions at New England regional airports (including Manchester) through landing-fee based incentives to use lower emitting aircraft.

Start/End Dates: 10/01/2001 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Evaluate potential reductions and cost benefits of such a program.

Description: Participate in OTC Airports workgroup developing workplan to address airport reductions as a backstop to EPA/FAA process, NESCAUM Airports subcommittee, and NESCAUM/CCAP Airports report peer review.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 1 Evaluations

Activity: Granite State Clean Cities Coalition (Current)

Description: Serve as coordinator of the Granite State Clean Cities Coalition and ensure continuation of the program in New Hampshire

Start/End Dates: 05/01/2002 thru Lead Person: OHLER, REBECCA

Deliverable: Attend National conference and 2 regional conferences

Description: Attend the annual National Clean Cities Conference and 2 regional conferences as required by MOA between DES and OSPE

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 2 Conferences

Deliverable: Conduct quarterly stakeholder meetings.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 4 Meetings

Deliverable: Implement biodiesel pilot program.

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Programs

Deliverable: Increase membership in Coalition.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 4 Members

Deliverable: Manage approved CMAQ funding for APVs.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Proposals

Activity: Implement On Board Diagnostics Inspection Program (Current)

Description:

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PLANNING/MOBILE SOURCES UNIT (Current)

Activity: Implement On Board Diagnostics Inspection Program (Current)

Work with Department of Safety to implement statewide program to incorporate a check of the OBD system on 1996 and newer vehicles into the annual Enhanced Safety Inspection. Program includes training of inspection stations and vehicle inspectors, statewide enforcement efforts, education and outreach, and annual reporting of program statistics to EPA

Start/End Dates: 10/01/2002 thru Lead Person: OHLER, REBECCA

Deliverable: Coordinate activities of OBD testing vendor

Description: Provide oversight of selected vendor in providing testing equipment, training inspection stations, and submitting testing results to database. Coordination includes meetings and phone conferences.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 6 Conference Calls

Deliverable: Participate in EPA national OBD Technical workgroup.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 4 Conference Calls

Deliverable: Prepare Annual report to EPA

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Report Assessments

Activity: Inventory compilation. (Current)

Description: DES generates a Periodic Emissions Inventory every third year as required by EPA, 2002 is an inventory analysis year. Inventories are also compiled to support SIP revisions, modeling initiatives, legislative studies, etc.

Start/End Dates: 10/01/2002 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Update 2002 ozone and PM inventories.

Description: EPA has announced that the base year for designation and attainment demonstration SIPs for the 8-hour ozone and PM2.5 standards is 2002. Inventories for ozone and PM for 2002 will need to be compiled and reviewed to support implementation work for the new standards.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 3 Data Sets

Deliverable: Update and compile 2002 Periodic Emissions Inventory

Description: Update as needed 2002 inventories for NOx, VOC, CO, some air toxics.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 3 Data Sets

Activity: Mobile Source National issue analysis and legislation (Current)

Description: Provide technical and policy analysis regarding national issues and legislation (i.e. TEA 21 reauthorization, CAA mobile source revision, general and transportation conformity, EPA rules/guidance)

Start/End Dates: 10/01/2003 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Track and provide comments on pending federal actions and legislations.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 3 Reviews

Activity: Participate in the DES I-93 Team process (Current)

Description: Attend monthly Resource Agency meetings, provide review/comment to draft NEPA documents, participate in Environmental Streamlining pilot project.

Start/End Dates: 10/01/2001 thru Lead Person: FINEMORE, KENT

Deliverable: Attend DES I-93 team meetings, serving as lead for ARD.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 2 Meetings

Deliverable: Respond to information requests from team leader

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FINEMORE, KENT Qty/Unit: 2 Responses

Activity: Promote alternative fueled vehicles and advanced technologies within NH (Current)

Description:

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PLANNING/MOBILE SOURCES UNIT (Current)

Activity: Promote alternative fueled vehicles and advanced technologies within NH (Current)

Reduce petroleum use throughout NH by participating in the Clean Cities Coalition, promoting conservation measures, continuing anti-idling programs, promoting advanced technologies, and participating in education and public outreach.

Start/End Dates: 10/01/2002 thru Lead Person: OHLER, REBECCA

Deliverable: DES purchase additional natural gas vehicles.

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Vehicles

Deliverable: Evaluate hybrid vehicles and increase number of hybrids in state fleet.

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Vehicles

Activity: Reduce MtBE concentrations in gasoline to greatest extent possible (Current)

Description: Work with EPA to implement requirements of Governor's Executive Order & HB 758. Monitor, provide testimony, and other input on legislation related to gasoline and air quality.

Start/End Dates: 10/01/2001 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Adopt OTC model rules for VOC reductions

Description:

Solvents, AIM coatings, consumer products, etc.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 5 Rules

Deliverable: Enforce OFRFG rule

Description: Pending SIP revision approval, NH will adopt the OFRFG rule, no longer enforced by EPA, DES must enforce the rule. Enforcement screening starts with analysis of samples.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 4 Analyses

Activity: Seek/promote controls on heavy duty diesels. (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Participate in HB502 report process as required by comm.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 2 Meetings

Deliverable: Participate in NEG/ECP Diesel emissions workgroup

Description:

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 3 Conference Calls

Activity: Seek/promote controls on non-road diesels and gasoline powered equipment. (Current)

Description: Note ; see also NOx reduction fund activity under Economic Incentive Programs (Director's Office)

Start/End Dates: 10/01/2001 thru Lead Person: FITZGERALD, WILLIAM

Deliverable: Support regional/national efforts to ensure EPA promulgation of HDD Nonroad rulemaking

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FITZGERALD, WILLIAM Qty/Unit: 2 Conference Calls

Activity: Smoke Opacity and Idling Awareness Initiative (Current)

Description:

Start/End Dates: 10/01/2002 thru Lead Person: OHLER, REBECCA

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PLANNING/MOBILE SOURCES UNIT (Current)

Activity: Smoke Opacity and Idling Awareness Initiative (Current)

Deliverable: Develop opacity and anti-idling outreach materials and distribute

Description: Idling fact sheets, brochures, and other materials will be developed and distributed to owners/operators of heavy-duty diesel trucks and buses, other commercial operations, and municipalities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 50 Participants

Deliverable: Identify fleets for smoke opacity testing

Description: Contact municipal, school transportation, public transportation, and State fleets in the Southern Serious Non-Attainment area and schedule opacity testing as able.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 75 Vehicles

Deliverable: Record data related to opacity test and anti-idling efforts and provide quarterly reports

Description: Prepare quarterly reports to DOT as required by MOA summarizing opacity testing conducted, entities receiving opacity and anti-idling outreach materials, and any other related activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 4 Reports, Final

Activity: Transportation planning (Current)

Description: Participate in transportation planning process with EPA, NHDOT, MPOs, Regional Planning Commissions, and FHWA, including the transportation impact on sprawl and implement the transportation conformity rules.

Start/End Dates: 10/01/2001 thru Lead Person: OHLER, REBECCA

Deliverable: Attend DOT resource agency meetings to provide technical support

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 4 Meetings

Deliverable: Attend MPO and regional planning meetings as scheduled.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 24 Meetings

Deliverable: Develop conformity measure for new 8 hour ozone standard

Description: Develop new budget or other test as appropriate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Budgets

Deliverable: Participate in conformity demonstration preparation

Description: Evaluate MOP and State air evaluation analyses.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Demonstrations

Deliverable: Participate in development and/or amendments of Regl TIPS, STIPs, incl conforming determinations.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Amendments

Deliverable: Submit SIP revision for new federal conformity rules

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Revisions

Deliverable: Update conformity rules to incorporate changes to federal rules

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: OHLER, REBECCA Qty/Unit: 1 Updates

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PUBLIC EDUCATION AND OUTREACH UNIT (Current)

Description: The Education and Outreach Unit is responsible for developing and implementing outreach strategies to support each Air Resources Bureau and programs. Activities include: planning and prioritizing outreach activities, developing displays and exhibits, preparing publications on various topics, providing classroom materials, planning and holding press events, updating website materials and supporting outreach on specific technical initiatives.

Start/End Dates: 10/01/2004 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administrative Program Management (Current)

Description: Personnel administration and evaluation

Start/End Dates: 10/01/2004 thru Lead Person: MORIN, JOANNE

Deliverable: Conduct annual evaluation of employees

Description: Conduct reviews and hold meetings with employees

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MORIN, JOANNE Qty/Unit: 2 Reviews

Activity: Provide public outreach support on Air Monitoring and General Air Quality (Current)

Description: Develop and provide displays, exhibits and materials as needed to support public outreach events such as conferences, fairs, meetings, press events etc. Provide outreach on air quality forecasting

Start/End Dates: 10/01/2004 thru Lead Person: BROCKETT, KATHLEEN

Deliverable: Provide displays, exhibits or materials.

Description: Support outreach events relative to air quality forecasting or general air quality education. These events may include air alerts, conferences, meetings, fairs, mailings, presentations, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 6 Events

Deliverable: Provide support to press events

Description: Assist with planning, materials, announcements, speakers, etc. for press events

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 1 Events

Deliverable: Revise Air Quality Exhibit at Odiorne Point Seacoast Science Center

Description: Continue to work with Science Center, UNH, and ARD staff to revise, as needed, interactive exhibit on air quality inside the science Center

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 3 Actions

Deliverable: Ride Free - Breathe Free Program maintained during ozone season

Description: Implement program with transit providers to offer free rides on Air Quality Action Days. Administer Grant, track expenses and track

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 1 Programs

Activity: Provide public outreach support to Compliance Unit (Current)

Description: Develop and provide displays, exhibits and materials as needed to support public outreach events such as press events, articles, meetings, etc.

Start/End Dates: 10/01/2004 thru Lead Person: BROCKETT, KATHLEEN

Deliverable: Develop and distribute appropriate materials on backyard and open burning

Description: New Hampshire legislation bans the residential burning of trash, effective January 1, 2003. New regulations passed in 2003 on open burning included the ban on backyard burning and other open burning issues that affect towns and fire officials. Continued efforts are needed to inform public officials and citizens of the new law and regulations (in conjunction with DRED and DOS Fire Training and Standards).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 4 Materials

Deliverable: Participate on regional workgroups re: Open burning

Description: NEWMOA/NESCAUM Open Burning workgroup

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FALES, BARBARA Qty/Unit: 4 Conference Calls

Deliverable: Provide displays, exhibits or materials

Description: Support outreach events relative to compliance issues. These events may include hearings, enforcement actions, conferences, meetings, fairs, mailings, presentations, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 2 Events

Deliverable: Provide technical support for press events

Description: Assist with planning, materials, announcements, speakers, etc. for press events

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 1 Events

Activity: Provide public outreach support to the Energy/Trading Programs Unit (Current)

Description:

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PUBLIC EDUCATION AND OUTREACH UNIT (Current)

Activity: Provide public outreach support to the Energy/Trading Programs Unit (Current)

Develop and provide displays, exhibits and materials as needed to support public outreach events such as classroom presentations, conferences, fairs, meetings, press events etc.

Start/End Dates: 10/01/2004 thru Lead Person: BROCKETT, KATHLEEN

Deliverable: Provide displays, exhibits or materials

Description: Support outreach events relative to air quality forecasting or general air quality education. These events may include classroom presentatons, conferences, meetings, fairs, mailings, presentations, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 4 Events

Activity: Provide public outreach support to the Permitting Unit (Current)

Description: Support outreach events relative to permitting issues. These events may include hearings, conferences, meetings, fairs, mailings, presentations, etc.

Start/End Dates: 10/01/2004 thru Lead Person: BROCKETT, KATHLEEN

Deliverable: Outreach relating to BioEnergy

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 2 Materials

Deliverable: Outreach relating to Turnkey, Rochester

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 3 Materials

Deliverable: Provide displays, exhibits or materials

Description: Support outreach events relative to permitting issues. These events may include conferences, meetings, fairs, mailings, presentations, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 3 Events

Deliverable: Provide technical support for press events

Description: Assist with planning materials, announcements, speakers, logistics for press events

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 1 Events

Activity: Provide public outreach support to the Planning/Mobile Source Unit (Current)

Description: Develop and provide displays, exhibits and materials as needed to support public outreach events such as conferences, fairs, meetings, press events etc. Manage demonstration projects as assigned that reduce mobile source emission.

Start/End Dates: 10/01/2004 thru Lead Person: BROCKETT, KATHLEEN

Deliverable: Clean School Bus Retrofit Project - Administration

Description: DES will contract with two school districts for retrofit of their buses. -- Manchester and Nashua (First Student)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 2 Programs

Deliverable: Clean School Bus Retrofit Project - Buses

Description: # of school buses retrofitted

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 90 Vehicles

Deliverable: Clean School Buses - No Idling Program

Description: Fleets sign on to adopt no-idling policies. Educate bus drivers to avoid idling. To 2005, 75% of school bus fleets in the state had signed on and adopted no-idling policies [# of participating school districts may be better measure than % of total].

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 100 Percent

Deliverable: Granite State Clean Car Labeling Program - Outreach efforts

Description: Provide outreach to dealers to increase participation and outreach to public to increase awareness of program.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 4 Meetings

Deliverable: Granite State Clean Car Labeling Program - Participating Dealers

Description: As of 2005, 30 dealers have signed on to participate. Recruitment on-going by NHADA

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 100 Percent

Div/Bur: AIR RESOURCES DIVISION TECHNICAL SERVICES

Program: PUBLIC EDUCATION AND OUTREACH UNIT (Current)

Activity: Provide public outreach support to the Planning/Mobile Source Unit (Current)

Deliverable: Provide displays, exhibits or materials

Description: Support outreach events which provide information on reducing emissions from mobile sources such as alternative fuels. These events may include conferences, meetings, fairs, mailings, presentations, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 4 Events

Deliverable: Provide technical support to press events

Description: Assist with planning, materials, announcements, speakers, etc. for press events.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 1 Events

Activity: Provide technical support to ARD outreach activities (Current)

Description:

Start/End Dates: 10/01/2004 thru Lead Person: BROCKETT, KATHLEEN

Deliverable: Conduct regular review of ARD website

Description: Maintain ARD web site. Coordinate new information on web site. Work with ARD staff to develop user-friendly materials. Update as necessary. Track effectiveness of web site. Includes attendance at Website Editorial Board meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 2 Reviews

Deliverable: Develop/formalize an Outreach Plan for ARD

Description: Work with all bureaus in ARD to identify existing outreach efforts and future needs through the Division and prioritize and schedule activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 1 Plans

Deliverable: Regional communications committees - Meetings

Description: Attend meetings such as Mane VU, OTC, or Stappa/Alapco on regional communications issues

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 3 Meetings

Deliverable: Regional communication committees - Calls

Description: Participate in monthly calls related to regional communication committees

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BROCKETT, KATHLEEN Qty/Unit: 24 Conference Calls

Div/Bur: OFFICE OF THE COMMISSIONER ENVIRONMENTAL AND OCCUPATIONAL HEALTH

Program: HEALTH RISK ASSESSMENT (Current)

Description: The Health Risk Assessment Program performs technical risk assessments to evaluate the health risk associated with exposure to toxic chemicals released into the environment. The Program generates health advisories for statewide distribution, such as fish advisories and health information summaries on various chemicals. Lastly, the Indoor Air Quality Program provides information regarding indoor air concerns.

Start/End Dates: 07/01/2004 thru PAs: 01 05 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Education and Outreach (Current)

Description:

Start/End Dates: 07/01/2004 thru Lead Person: PINSKI, DENNIS

Deliverable: Develop PH Factsheet

Description: TESTING

Start/End Dates: 07/01/2004 thru 12/31/2004 Lead Person: PINSKI, DENNIS Qty/Unit: 2 Fact Sheets

Deliverable: Informational Presentations

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PINSKI, DENNIS Qty/Unit: 7 Presentations

Deliverable: Mail Educational Materials

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PINSKI, DENNIS Qty/Unit: 11000 Mailings

Activity: Risk Assessments - Water Supplies (Current)

Description:

Start/End Dates: 07/01/2004 thru Lead Person: GORDON, DAVID

Deliverable: Hazard Profiles

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PINSKI, DENNIS Qty/Unit: 2 Profiles

Deliverable: Public Health Assessments

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PINSKI, DENNIS Qty/Unit: 3 Assessments

Deliverable: Risk Assessments

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: GORDON, DAVID Qty/Unit: 356 Assessments

Div/Bur: OFFICE OF THE COMMISSIONER ENVIRONMENTAL AND OCCUPATIONAL HEALTH

Program: INDOOR AIR QUALITY (Current)

Description: The Indoor Air Quality (IAQ) program has two principal responsibilities:

- 1) under RSA 10-B, to evaluate IAQ reports for State-leased and State-owned buildings submitted to determine the buildings compliance with IAQ requirements; and
- 2) to conduct an IAQ outreach program that responds to the needs of State residents: responding to telephone enquiries, delivering formal presentations at various venues upon request, and development and distribution of State-specific and generic IAQ information.

It is impossible to predict a precise workload for this program because it is reactive, rather than proactive, in nature. The amount of work: telephone calls, speaking engagements and RSA 10-B certifications is entirely dependent on the number of requests received for the services. Historically, each year the program takes about 50 - 60 calls a month requesting information, delivers half a dozen or more presentations, and evaluates 6 - 12 requests for RSA 10-B certification.

Start/End Dates: 07/01/2004 thru PAUs: 01 05 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Education and Outreach (Current)

Description: Responds to ~60 telephone enquiries per month, conducts formal presentations as requested, and distributes a State-specific brochure containing information on Mold in residences.

Start/End Dates: 07/01/2004 thru Lead Person: MARTIN, RHONDA

Deliverable: Mail Informational Packets

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: MARTIN, RHONDA Qty/Unit: 495 Mailings

Deliverable: Presentations

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: MARTIN, RHONDA Qty/Unit: 3 Presentations

Activity: IAQ Evaluations (Current)

Description: Conducts evaluations of IAQ inspection reports in support of requests for certification under RSA 10-B.

Start/End Dates: 07/01/2004 thru Lead Person: MARTIN, RHONDA

Deliverable: Evaluate schools upon request

Description:

Start/End Dates: 07/01/2004 thru 06/30/2006 Lead Person: MARTIN, RHONDA Qty/Unit: 3 Evaluations

Deliverable: Evaluate state owned or leased buildings

Description: Assure that occupancy of state-owned or leased building space complies with RSA 10B requirements through evaluation and certification of third party inspection reports.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: MARTIN, RHONDA Qty/Unit: 4 Evaluations

Div/Bur: OFFICE OF THE COMMISSIONER ENVIRONMENTAL AND OCCUPATIONAL HEALTH

Program: OCCUPATIONAL HEALTH (Current)

Description: The Occupational Health Program provides free on-site health and safety services to eligible employers through its Occupational Safety and Health Consultation Service.

Start/End Dates: 07/01/2004 thru PAs: 01 05 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Occupational Safety & Health Consultation Service (Current)

Description:

Start/End Dates: 07/01/2004 thru Lead Person: BEYER, STEPHEN

Deliverable: Delivery of Training Sessions

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEYER, STEPHEN Qty/Unit: 40 Workshops

Deliverable: Marketing/Promotional Visits

Description: Includes door-to-door visits, conferences, workshops, etc....

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEYER, STEPHEN Qty/Unit: 40 Promotional Visits

Deliverable: On-site Health Consultations

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FERRARA, TERESA Qty/Unit: 235 Site Visits

Div/Bur: OFFICE OF THE COMMISSIONER ENVIRONMENTAL AND OCCUPATIONAL HEALTH

Program: RADON (Current)

Description: The Radon Program is responsible for gathering information on indoor radon occurrence within NH and for disseminating information about where radon occurs throughout NH, the health effects associated with exposure to radon, and the various means of reducing radon concentrations in both the indoor air and in the water supply.

Historically, the program responds to ~100 telephone enquiries per month, distributes 20,000 radon factsheets and 2500 radon test kits each year, and conducts 3 - 6 presentations per year. In addition, a new aspect of the program includes testing radon in schools with CRMs and providing guidance pertaining to mitigation when appropriate.

Start/End Dates: 07/01/2004 thru PAUs: 01 05 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Radon Tests (Current)

Description: Distributes radon factsheets and test devices in conjunction with quasi-annual radon survey. To date, this effort has resulted in distribution of ~ 200,000 fact sheets and 30,000 radon test devices to State residents which have resulted in ~20,000 homes being tested for radon.

Start/End Dates: 07/01/2004 thru Lead Person: CHASE, DAVID

Deliverable: Radon Tests Conducted

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: CHASE, DAVID Qty/Unit: 500 Tests

Activity: School testing ... lead person: Rhonda Martin (Current)

Description: Place continuous radon monitors and passive radon test devices in classrooms of participating schools to determine radon concentrations in ground contact occupied rooms. Also, to offer guidance pertaining to radon mitigation if warranted.

Start/End Dates: 01/01/2005 thru Lead Person: No one assigned

Activity: Training and Outreach (Current)

Description: Outreach activities are confined to responding to telephone enquiries (~1000/y), doing formal presentations at various venues, and maintaining a pilot program of radon testing in private homes where the radon concentration of the water supply exceeds 50,000 pCi/L

Start/End Dates: 07/01/2004 thru Lead Person: CHASE, DAVID

Deliverable: Presentations

Description: for realtors, educators, home inspectors and builders.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: CHASE, DAVID Qty/Unit: 6 Presentations

Deliverable: Radon Factsheets Developed

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: CHASE, DAVID Qty/Unit: 5 Fact Sheets

Deliverable: Training Workshops Conducted

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: CHASE, DAVID Qty/Unit: 5 Workshops

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: AQUIFER MAPPING (Current)

Description: Cooperative program with USGS to investigate stratified-drift and bedrock aquifers

Start/End Dates: 10/01/1984 thru PAUs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Maintenance and update of stratified-drift aquifer data in GIS (Current)

Description: Maintain a GIS data that is as accurate and reliable as possible

Start/End Dates: 10/01/2002 thru Lead Person: CHORMANN, JR., FREDERICK

Deliverable: Seamless stratified-drift aquifer coverage

Description: END DATE EXTENDED FROM 09/30/03. Reconcile existing discrepancies between adjacent study areas to create a true seamless data layer

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 GIS Coverages

Activity: Project oversight (Current)

Description: Ensure that project products meet the the needs of DES as the state cooperator

Start/End Dates: 07/01/1984 thru Lead Person: WUNSCH, DAVID

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: DIGITAL HYDROGRAPHY (Current)

Description: Systematic development of digital data sets for watershed boundaries and centerline hydrography

Start/End Dates: 10/01/2000 thru PAs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: GIS applications development (Current)

Description: Promote development of innovative GIS applications that utilize digital watershed boundaries and/or directional hydrographic network data

Start/End Dates: 10/01/2000 thru Lead Person: CHORMANN, JR., FREDERICK

Deliverable: Groundwater Availability Assessment Project

Description: END DATE EXTENDED FROM 09/30/2004. Functional "STREAMSTATS" GIS application developed by USGS with technical support from DES

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 GIS Tools

Deliverable: Hi-resolution National Hydrography Dataset (NHD) development

Description: Secure funding for statewide NHD development and provide overall quality control for each of the 16 8-digit hydrologic cataloging units

Start/End Dates: 04/01/2001 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 16 Data Sets

Deliverable: Reach indexing

Description: END DATE EXTENDED FROM 09/30/2004. Link registered surface water withdrawals and returns and continuous-record streamgaging stations to the digital centerline hydrographic network

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 844 Data

Deliverable: Stream reference reaches

Description: END DATE EXTENDED FROM 09/30/2004. Develop a database model for storing channel cross-sections measured by the NH Stream Team and linking them to the digital centerline hydrographic network

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Applications, GIS

Activity: Quality control (Current)

Description: Coordinate and review new delineations of watershed boundaries and development of a statewide directional centerline hydrographic network

Start/End Dates: 10/01/1989 thru Lead Person: CHORMANN, JR., FREDERICK

Deliverable: Hydrology Subcommittee of the NH GIS Advisory Committee

Description: Form and chair a multi-stakeholder subcommittee of GIS users to 1) Establish standards and guidelines governing the development and maintenance of framework hydrography and other basic, statewide hydrology-related layers and 2) Prioritize and promote projects to develop new data, enhance existing data, and develop GIS applications that take full advantage of the state's hydrologic data resources

Start/End Dates: 09/01/2004 thru 09/30/2010 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 6 Meetings

Deliverable: NHD Stewardship

Description: Maintenance of NHD network hydrography and oversight/standardization of network event creation

Start/End Dates: 10/10/2004 thru 09/30/2010 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Data Sets

Deliverable: Watershed boundary coverage

Description: END DATE EXTENDED FROM 09/30/2004. Assure accuracy of boundary delineations and modify HUC12 watershed coverage to include region subclasses for all registered surface water withdrawals and returns and all continuous-record streamgaging stations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Data Layers

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: GROUNDWATER LEVEL MEASUREMENT NETWORK (Current)

Description: Monitoring of water levels in a statewide network of observation wells to assess current and historical hydrologic conditions

Start/End Dates: 10/01/1995 thru PAs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Database development (Current)

Description: Develop database for capturing other water level data received by the department

Start/End Dates: 10/01/1999 thru Lead Person: CHORMANN, JR., FREDERICK

Deliverable: Expanded network

Description: END DATE EXTENDED FROM 09/30/2002. Seek funding to expand and enhance the statewide groundwater level monitoring network

Start/End Dates: 10/01/2004 thru 06/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 25 Wells

Deliverable: Maintain GEOLOG database

Description: END DATE EXTENDED FROM 09/30/2004. Capture stratigraphic and groundwater level data that are being collected per various program interests within DES and other agencies (ex., DOT) in order to build and maintain a comprehensive data repository

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Databases

Activity: Monitoring (Current)

Description: Monitor groundwater levels in a statewide network of 28 observation wells

Start/End Dates: 10/01/1999 thru Lead Person: BENNETT, DEREK

Deliverable: Monthly measurements

Description: Measure water levels in 20 of 28 network wells on a monthly basis, resulting in 240 individual measurements annually

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BENNETT, DEREK Qty/Unit: 240 Measurements

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: PUBLICATIONS, OUTREACH, AND EDUCATION (Current)

Description: Public education pertaining to the state's geology and mineral and water resources

Start/End Dates: 07/01/1949 thru PAUs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Outreach (Current)

Description: Promote, organize, and capitalize on educational opportunities to increase public understanding of the state's geology

Start/End Dates: 07/01/1949 thru Lead Person: WUNSCH, DAVID

Deliverable: NH Geological Survey web site

Description: END DATE EXTENDED FROM 09/30/2004. Create a web site that highlights the mission of the NHGS, provides links to relevant geologic information, and increases public appreciation of the uses and values of geologic mapping

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Web Sites

Activity: Public inquiries (Current)

Description: Respond to public inquiries regarding the geology of the state

Start/End Dates: 07/01/1949 thru Lead Person: WILDER, LELAND

Deliverable: Responses to inquiries

Description: Provision of relevant geologic information in a timely manner

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILDER, LELAND Qty/Unit: 100 Responses

Activity: Publication assistance (Current)

Description: Assist Public Information Center staff in publications inventory and promotion and sales

Start/End Dates: 07/01/2001 thru Lead Person: WILDER, LELAND

Deliverable: Sales tracking

Description: END DATE EXPENDED FROM 09/30/2004. Adoption of bar-coding technology by PIC to enable sales of geologic publications to be quantified and effectiveness of marketing strategy to be measured

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILDER, LELAND Qty/Unit: 1 Data Management Systems

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: STATEMAP GEOLOGIC MAPPING (Current)

Description: Cooperative program with USGS to map surficial and bedrock geology

Start/End Dates: 07/01/1984 thru PAs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 1:24000-scale quadrangle mapping (Current)

Description: Production of completed surficial geologic maps per the current NHGS STATEMAP Proposal, as funded

Start/End Dates: 07/01/1984 thru Lead Person: WUNSCH, DAVID

Deliverable: Mapping workshops

Description: Conduct workshops designed to share information of general interest to the contract mappers and other program staff

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WUNSCH, DAVID Qty/Unit: 1 Meetings

Deliverable: Published surficial geologic maps

Description: Complete production of 1:24000 scale surficial geologic maps for 3 quadrangles per STATEMAP 2004 contracts

Start/End Dates: 09/16/2004 thru 09/15/2005 Lead Person: WUNSCH, DAVID Qty/Unit: 3 Maps

Activity: Digital conversion (Current)

Description: Convert all existing manuscript surficial geologic maps to digital form

Start/End Dates: 10/01/2001 thru 09/30/2006 Lead Person: WUNSCH, DAVID

Deliverable: Digital map products

Description: Convert 13 existing surficial geologic maps to digital form according to established standards and STATEMAP 2004 contract specifications

Start/End Dates: 10/01/2004 thru 09/15/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 13 Maps

Activity: Expand access to site-specific data on surficial geologic materials (Current)

Description: Collaborate with DOT to undertake a project to capture detailed subsurface information

Start/End Dates: 10/01/2002 thru Lead Person: CHORMANN, JR., FREDERICK

Activity: Map catalog (Current)

Description: Populate the National Geologic Map Database with required attributes for existing geologic maps

Start/End Dates: 10/01/2001 thru Lead Person: WUNSCH, DAVID

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: WATER USE REGISTRATION AND REPORTING (Current)

Description: Compilation of quantitative and descriptive data on water use per Env-Wr 700

Start/End Dates: 07/01/1987 thru PAUs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance (Current)

Description: Ensure compliance with the requirements of Env-Wr 200 for registration and reporting by large volume water users

Start/End Dates: 07/01/1987 thru Lead Person: CHORMANN, JR., FREDERICK

Deliverable: New registrations

Description: Identify and register qualifying facilities, targeting user categories suspected of relatively poor compliance

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCDONNELL, DEBRA Qty/Unit: 20 Facilities/Companies

Activity: Electronic registration and reporting (Current)

Description: Enable submission of registration forms and quarterly/annual water use reports in an electronic format

Start/End Dates: 10/01/2002 thru Lead Person: CHORMANN, JR., FREDERICK

Deliverable: Electronic registration forms

Description: END DATE EXTENDED FROM 09/30/2004. Create a downloadable version of the registration forms and provide an internet link via the NHGS website

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Forms

Deliverable: Electronic reporting forms

Description: END DATE EXTENDED FROM 09/30/2004. Work with IRMU to develop tools and procedures to enable electronic reporting of water use by registered water users

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Data Management Systems

Activity: Maintain database (Current)

Description: Collect and enter water use data from registered users, maintain quality control, and repond to requests for data

Start/End Dates: 07/01/1987 thru Lead Person: MCDONNELL, DEBRA

Deliverable: Data currency

Description: Water use data is received and entered in a timely manner so that at any time the database is current through the previous reporting period

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCDONNELL, DEBRA Qty/Unit: 17724 Values

Activity: Rulemaking (Current)

Description: Amend and readopt Env-Wr 700 to complement the data needs of instream flow protection

Start/End Dates: 10/01/2000 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK

Deliverable: Adopted rules

Description: END DATE EXTENDED FROM 09/30/2003. Env-wr-700 amended and adopted in standalone format (separate from Dam Safety rules) and structured according to current rulemaking requirements.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Rules

Div/Bur: OFFICE OF THE COMMISSIONER GEOLOGY

Program: WATER WELL INVENTORY (Current)

Description: Compilation of well construction information and georeferencing of well locations

Start/End Dates: 07/01/1984 thru PAUs: 01 01 06 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Database access (Current)

Description: Develop internet access to the Water Well Inventory database

Start/End Dates: 10/01/1999 thru Lead Person: CHORMANN, JR., FREDERICK

Activity: Database maintenance (Current)

Description: Maintain currency and reliability of well construction information reported by water well contractors and respond to requests for well data

Start/End Dates: 07/01/1984 thru Lead Person: BENNETT, DEREK

Deliverable: Data currency

Description: END DATE EXTENDED FROM 09/30/2004. Backlog of well reports for data entry consists only of reports filed within the previous 10 business days

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BENNETT, DEREK Qty/Unit: 0 Wells

Deliverable: Electronic well completion reports

Description: END DATE EXTENDED FROM 09/30/2004. Work with IRMU to develop tools and procedures to enable electronic reporting of well construction data by licensed water well contractors

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BENNETT, DEREK Qty/Unit: 1 Data Management Systems

Deliverable: Georeference well locations

Description: Apply GIS desktop inventory method to assign geographic coordinates to well locations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BENNETT, DEREK Qty/Unit: 2000 Wells

Activity: Rulemaking (Current)

Description: Promote amendments to Env-We 100 - We 800 to improve reporting of well location information

Start/End Dates: 07/01/2001 thru 09/30/2005 Lead Person: WUNSCH, DAVID

Deliverable: Adopted rules

Description: END DATE EXTENDED FROM 09/30/2004. Amend Part We 801 WELL COMPLETION REPORT as necessary to improve georeferencing of reported well locations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHORMANN, JR., FREDERICK Qty/Unit: 1 Rules

Div/Bur: OFFICE OF THE COMMISSIONER HUMAN RESOURCES

Program: HUMAN RESOURCES (Current)

Description:

Start/End Dates: 07/01/2001 thru PAUs: 01 01 05 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Agency-Wide Comprehensive Training Program (Current)

Description: Develop and implement an agency-wide comprehensive training program with specific annual goals to educate and motivate staff.

Start/End Dates: 07/01/2004 thru 07/01/2005 Lead Person: Vacant

Activity: Develop and Implement Professional Behavior Training (Current)

Description: Develop/Train/Track training requirements for DES employees.

Start/End Dates: 07/23/2001 thru Lead Person: LANG, SUE

Activity: Develop and implement a plan to identify and develop leaders within the agency (Current)

Description:

Start/End Dates: 07/01/2003 thru 07/31/2006 Lead Person: KERNEN, BRANDON

Activity: Develop and implement an improved performance evaluation process (Current)

Description: Develop and implement an improved performance evaluation process that includes more frequent evaluations, tying performance evaluations to goal attainment, recognition of excellence, solicitation of feedback and upward and downward evaluations.

Start/End Dates: 01/01/2004 thru 01/01/2005 Lead Person: LANG, SUE

Deliverable: Working with the DOP, implement new evaluation process.

Description: A new evaluation process will be developed by DOP and implemented state-wide. Develop supervisory training to assist in implementing this form as well as tying performance to individual and program goal attainment.

Start/End Dates: 01/01/2004 thru 01/01/2005 Lead Person: Vacant Qty/Unit: 1 Processes

Activity: Performance Evaluation Tracking (Current)

Description: Track completed performance evaluations.

Start/End Dates: 10/01/2002 thru Lead Person: LANG, SUE

Activity: Plan, develop, and implement a program to train all supervisory staff (Current)

Description: The training program should include the following skills: listening and communicating, motivating staff, entrepreneurship and evaluating staff and program success

Start/End Dates: 10/01/2003 thru 10/01/2004 Lead Person: LANG, SUE

Activity: Recruiting (Current)

Description: Hire for all vacant positions within DES.

Start/End Dates: 10/01/2001 thru Lead Person: PELLETIER, SUSAN

Activity: Review and revise as necessary DES HR related policies. (Current)

Description: Over the next 12 months, review DES HR related policies and update as necessary.

Start/End Dates: 10/01/2002 thru Lead Person: LANG, SUE

Activity: Track employee turn-over percentage for the agency. (Current)

Description:

Start/End Dates: 07/01/2002 thru Lead Person: LANG, SUE

Div/Bur: OFFICE OF THE COMMISSIONER LABORATORY SERVICES

Program: LABORATORY SERVICES UNIT (Current)

Description:

Start/End Dates: 10/01/1999 thru PAUs: 01 04 00 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Analytical Support (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: BICKFORD, PATRICIA

Deliverable: Improved services to programs and other clients

Description: Measure changes and or enhancements made to improve services to programs and other laboratory clients.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 5 Improvements

Deliverable: Measure revenue collected versus projected

Description: Compare revenue received and aged invoices against budget revenue projections for biennium

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 100 Percent

Deliverable: Number of Homeowner Samples Received

Description: Measure change in number of homeowner samples as result of Private Initiative.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 6200 Samples

Activity: Laboratory Renovation (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: BICKFORD, PATRICIA

Deliverable: Renovation of Existing Laboratory Space

Description: Move pertinent lab functions into renovated laboratory space.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 2 Units

Activity: Program Support and Outreach (Current)

Description:

Start/End Dates: 10/01/2003 thru Lead Person: BICKFORD, PATRICIA

Deliverable: Implement new LIMS

Description: Replace Laboratory Information Management System (LIMS) and provide access to lab data by programs through the data warehouse.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 100 Percent

Deliverable: Laboratory Data Standard development

Description: Develop department-wide data standards for laboratory data.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 100 Percent

Deliverable: Meet with clients on technical issues, water quality issues and services available

Description: Meet with program staff to provide technical assistance and with the public to inform them about water quality issues and the services provided by the laboratory.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BICKFORD, PATRICIA Qty/Unit: 10 Meetings

Div/Bur: OFFICE OF THE COMMISSIONER LEGAL

Program: COUNCIL SUPPORT (Current)

Description: Provide clerical support for appeals to DES Councils, Water Well Board.

Start/End Dates: 10/01/2001 thru PAUs: 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Attend Council meetings, hearings (Current)

Description:

Start/End Dates: 07/13/1998 thru Lead Person: SCLAFANI, MICHAEL

Activity: Receive appeals, docket (Current)

Description:

Start/End Dates: 07/13/1998 thru Lead Person: SCLAFANI, MICHAEL

Div/Bur: OFFICE OF THE COMMISSIONER LEGAL

Program: ENFORCEMENT SUPPORT (Current)

Description: Support all enforcement efforts of DES regulatory programs, including assisting with case development and preparation and issuance of enforcement documents, and providing training in enforcement policies and procedures.

Start/End Dates: 10/01/2001 thru PAUs: 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Assist staff to develop appropriate response to identified violations (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: BARNESLEY, KERRY

Activity: Assist staff to implement selected response (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: BARNESLEY, KERRY

Activity: Prepare guidance, present training on enforcement procedures (Current)

Description: Objective 10.1.2 of 2002 draft Strategic Plan; deadline July 2005

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Resolve enforcement cases efficiently and effectively (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: BARNESLEY, KERRY

Div/Bur: OFFICE OF THE COMMISSIONER LEGAL

Program: INFORMATION MANAGEMENT (Current)

Description: Collect, manage, analyze, and disseminate information on enforcement and rulemaking activities.

Start/End Dates: 10/01/2001 thru PAUs: 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Develop mechanism to capture environmental +/- or public health benefits of compl. assurance actions (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Develop, maintain a virtual filing system for DES enforcement documents (Current)

Description:

Start/End Dates: 07/13/1998 thru Lead Person: SCLAFANI, MICHAEL

Activity: Post info re current rulemaking on Web (Current)

Description:

Start/End Dates: 07/13/1998 thru Lead Person: SCLAFANI, MICHAEL

Activity: Prepare periodic reports of compl.assur.activities and env'l/health benefits thereof (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Work with OIT to develop confidential compliance assurance db for use DES-wide. (Current)

Description: Objectives 10.3.1 and 11.2.2 of 2002 draft Strategic Plan; deadline July 2004.

Start/End Dates: 10/01/2002 thru Lead Person: HAMEL, GRETCHEN

Div/Bur: OFFICE OF THE COMMISSIONER LEGAL

Program: LEGAL SUPPORT (Current)

Description: Provide legal support to DES programs, including interpreting and applying statutes and rules and working with AGO on requests for formal opinions/advice.

Start/End Dates: 10/01/2001 thru PAUs: 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Articulate purpose for each DES program, establish protocol for publicizing. (Current)

Description:

Start/End Dates: 10/01/2002 thru Lead Person: HAMEL, GRETCHEN

Activity: Assist staff to maintain confidentiality of non-public information. (Current)

Description: Linked to Objective 10.3.6

Start/End Dates: 10/01/2002 thru Lead Person: HAMEL, GRETCHEN

Activity: Make, document, and effectively communicate interpretations of statutes, rules, permits (Current)

Description: Objective 10.2.1 of 2002 draft Strategic Plan; deadline July 2004.

Start/End Dates: 10/01/2002 thru Lead Person: HAMEL, GRETCHEN

Activity: Respond to requests to review non-enforcement documents (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Respond to staff requests for legal interpretation of statutes, rules (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Div/Bur: OFFICE OF THE COMMISSIONER LEGAL

Program: POLICY DEVELOPMENT (Current)

Description: Work with DES staff, stakeholders, EPA, and other state agencies to develop and refine policies relating to compliance assurance, including measures and innovative approaches.

Start/End Dates: 10/01/2001 thru PAUs: 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Participate in regional and national discussions re: compliance assurance policies (Current)

Description: Linked to Objective 10.3.4
Specifically to include working with the ECC to develop better measures of compliance rates and agency effectiveness.

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Periodically review procedures; update as needed (Current)

Description: Periodically review existing enforcement and rulemaking procedures to ensure compliance with current policies and applicable legal requirements; develop and implement changes as needed to improve quality and efficiency.

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Revitalize a compliance assurance steering committee (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Work w/ DES staff, stakeholders to develop appropriate compliance measures (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Activity: Work with programs to review, improve effectiveness of enforcement/compliance programs (Current)

Description: Linked to Objective 10.3.2
Base work on periodic reviews of program effectiveness, efficiency.

Start/End Dates: 10/01/1999 thru Lead Person: HAMEL, GRETCHEN

Div/Bur: OFFICE OF THE COMMISSIONER LEGAL

Program: RULEMAKING SUPPORT (Current)

Description: Support all rulemaking efforts of DES programs, including participating in developing and revising rules and navigating the rule adoption process, and providing training in rule drafting and rule adoption procedures.

Start/End Dates: 10/01/2001 thru PAUs: 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Assist staff to draft rules (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: Vacant

Activity: Assist staff to prepare and file rulemaking documents (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: Vacant

Activity: Prepare guidance and present training on rulemaking procedures (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: Vacant

Div/Bur: OFFICE OF THE COMMISSIONER OFFICE OF THE COMMISSIONER

Program: OTHER DEPARTMENT RELATED ACTIVITIES (Current)

Description:

Start/End Dates: 01/01/2003 thru PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Outreach and Education Coordination Committee (Current)

Description:

Start/End Dates: 02/01/2003 thru Lead Person: PELLETIER, RENE

Activity: State Employees Charitable Campaign (Current)

Description:

Start/End Dates: 01/01/2003 thru Lead Person: COLBURN, JACQUIE

Deliverable: Attend Meetings of the SECC Statewide Management Committee

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 8 Meetings

Deliverable: Provide assistance to the departments participation in the SECC

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 4 Activities

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: INTERNAL EMS DEVELOPMENT (Current)

Description: By 7/05, establish ISO14001-compliant EMSs at two DES units

Start/End Dates: 10/01/2002 thru 06/30/2005 PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Find DES programs to implement EMS (Current)

Description: Likely targets are the Franklin WWTP and the lab

Start/End Dates: 10/01/2002 thru Lead Person: MINICUCCI, II, ROBERT

Deliverable: Agreements with 2 DES units

Description:

Start/End Dates: 02/01/2003 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 2 Agreements

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Description: The Planning Program essentially covers the primary Activities and Deliverables associated with the DES Senior Planner Position located in the Office of the Commissioner, Planning Unit.

Start/End Dates: 02/19/1999 thru PAUs: 01 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Disadvantaged Business Enterprise Coordination (Current)

Description: Picked up this duty from Russell Nylander who retired as of 6/30/04

Start/End Dates: 07/01/2004 thru Lead Person: PERELLI, VINCENT

Deliverable: Coordinate quarterly MBE/WBE Reporting Requirements

Description:

Start/End Dates: 07/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 Submittals

Deliverable: Meetings with EPA DBE Coordinator

Description: EPA DBE Coordinator is Sharon Molden

Start/End Dates: 07/10/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 3 Meetings

Activity: Environmental and Program Measures (Current)

Description: To further DES progress on the development of a core set of "key" outcome and environmental indicator measures.

Start/End Dates: 02/19/1999 thru Lead Person: PERELLI, VINCENT

Deliverable: Conduct Measures/MTRS Value-Added Training for Leadership Team

Description: END DATE EXTENDED FROM 9/30/04. This training will help answer the "What's in it for me?" question for Bureau Administrators and to help create a two-way dialogue between managers and program staff.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 2 Training Sessions

Deliverable: Create Measures/Environmental Indicators Section on the DES Website

Description: EXTENDED FROM 9/30/03. EXTENDED AGAIN FROM 9/30/04. Given the recent advances made in the area of Measures Development, in particular, the development of the Measures Tracking and Reporting System (database and management system), in combination with the set of solid outcome and environmental indicators in the draft DES 2003-2007 Draft DES Strategic Plan, it may be timely to build a home for measures and environmental indicators on the DES website.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Web Pages

Deliverable: Develop Outcomes/Environmental Indicators

Description: The Measures Team will work with DES Staff to develop, fine tune and report outcomes and environmental indicators in MTRS.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 10 Indicators

Deliverable: Monthly Reporting for Governors Management Report

Description: Will require running a GMR Audience Code Report monthly and then manually populating the spreadsheet provided by the Governors Office

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 12 Reports, Final

Deliverable: Work on Governor's Management Report RFP Committee

Description: The purpose of this committee is to help develop and administer an RFP for a software package to allow for the creation of a state-wide measures reporting system, much like MTRS.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 10 Meetings

Activity: Environmental Public Health Tracking Grant (Current)

Description: The Chief of Planning and Policy has been asked by the Dept. of Health and Human Services to provide strategic and Commissioner's Office-level support to this joint agency initiative. Working closely with Rick Rumba and Daniel Burleigh of DES and Matthew Cahillane and Neil Twitchell of DHHS.

Start/End Dates: 01/01/2003 thru Lead Person: RUMBA, RICHARD

Deliverable: Attend CDC EPHT National Meetings

Description:

Start/End Dates: 04/01/2004 thru 03/31/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 4 Meetings

Deliverable: EPHT Website Development

Description: The person directly responsible for crafting an EPHT Website would be Daniel Burleigh of OIT.

Start/End Dates: 04/01/2004 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Web Sites

Deliverable: Integrate EPHT Project goals and objectives into DES Strategic Plan

Description:

Start/End Dates: 04/01/2004 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 5 Objectives

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Activity: Environmental Public Health Tracking Grant (Current)

Deliverable: Participate in CDC/EPHT Project Workgroup Conference Calls

Description:

Start/End Dates: 04/01/2004 thru 03/31/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 4 Conference Calls

Deliverable: Participate in EPHT Advisory Committee Meetings

Description:

Start/End Dates: 04/01/2004 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 6 Meetings

Deliverable: Participate in EPHT Working Group/Sub-Committee Meetings

Description: Note: Need to help plan the first data focused working group meeting for July 2004.

Start/End Dates: 04/01/2004 thru 03/31/2005 Lead Person: RUMBA, RICHARD Qty/Unit: 6 Meetings

Deliverable: Participate in joint DHHS/DES EPHT Project Planning/Administrative Meetings

Description:

Start/End Dates: 10/01/2003 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 12 Meetings

Deliverable: Review Request for Proposals for EPHT Grant Administrative/Facilitation Services

Description: DHHS has requested assistance with the review of several proposals received through a recent RFP process to contract with an organization to provide administrative and facilitation type services to support DHHS/DES program staff.

Start/End Dates: 10/01/2003 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 RFPs (Requests for Proposals)

Activity: Measures Tracking and Reporting System (MTRS) (Current)

Description:

Start/End Dates: 07/01/2001 thru Lead Person: PERELLI, VINCENT

Deliverable: Continuous improvements for Measures Tracking and Reporting System Database

Description: Database modifications/Improvements based on user feedback and otherwise

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 Improvements

Deliverable: Measures Team Meetings

Description: Meet with Measures Team on a regular basis to discuss system problems and improvements

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 18 Meetings

Deliverable: Posting Quarterly Measures Reporting on the DES Intranet

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 Postings

Activity: New Hampshire Clean State Initiative (Current)

Description:

Start/End Dates: 01/01/2003 thru Lead Person: PERELLI, VINCENT

Deliverable: Create Power Point Presentation for Clean State Initiative

Description: EXTENDED END DATE FROM 9/30/04. Note: See Gov. John Lynch's Environmental Initiatives List.

Start/End Dates: 04/01/2003 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Presentations

Deliverable: Meeting with Commissioner/Assistant Commissioner to go over CSI proposal

Description: EXTENDED END DATE FROM 9/30/04. Note: See Gov. John Lynch's Environmental Initiatives List.

Start/End Dates: 09/01/2003 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Meetings

Deliverable: Meeting with Governor's Office Staff to discuss draft NH Clean State Initiative

Description: EXTENDED END DATE FROM 09/30/04. Note: See Gov. John Lynch's Environmental Initiatives List.

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Meetings

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Activity: New Hampshire Clean State Initiative (Current)

Deliverable: Re-Draft New Hampshire Clean State Initiative Memo

Description: EXTENDED END DATE FROM 09/30/04. Based on original work of the DES Green Team from 2000. Working with Bob Minicucci and Mike Walls on the CSI. Note: See Gov. John Lynch's Environmental Initiatives List.

Start/End Dates: 01/01/2003 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 2 Memos

Activity: Performance Partnership Agreement Coordination (Current)

Description: Coordination of the DES/EPA Performance Partnership Agreement (PPA), the comprehensive workplan information for all of DES.

Start/End Dates: 02/19/1999 thru Lead Person: PERELLI, VINCENT

Deliverable: 2005 - 2007 PPA posted on DES Homepage

Description:

Start/End Dates: 10/01/2004 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Web Site Postings

Deliverable: Coordinate Quarterly PPA Self-Assessments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 Self-Assessments

Deliverable: Coordinate and Produce Bi-annual Program Priority Updates for EPA Self-Assessment

Description: Relates to First 6-Month Narrative Updates for the DES/EPA "Areas for Collaboration." The second 6-Month Program Priority Narrative Update is included as part of the Deliverable called, "Coordinate and Produce Annual Self-Assessment which combines the "Areas for Collaboration" Updates for the year, plus the Output Data also achieved over the year.

Start/End Dates: 10/01/2004 thru 06/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reports, Final

Deliverable: Coordinate and produce Annual Self-Assessment for 2004 PPA Year

Description: END DATE EXTENDED FROM 12/31/04. Includes Program Priority Annual Update and Output Results for the Year

Start/End Dates: 10/01/2004 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reports, Final

Deliverable: Coordinate and produce Annual Self-Assessment for 2005 PPA Year

Description: Includes Program Priority Annual Update and Output Results for the Year

Start/End Dates: 09/30/2005 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reports, Final

Deliverable: Coordination and submittal of signed 2005 - 2007 PPA

Description:

Start/End Dates: 08/01/2004 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 PPAs (Performance Partnership Agreements)

Deliverable: Develop new standard operating procedures for interpretation of quarterly progress reports

Description: EXTENDED FROM 9/30/03. EXTENDED AGAIN FROM 5/31/2004. The new procedures to be developed will aid staff in producing summarized quarterly reports for Senior Leadership Team Review. In basic terms, Program Managers and the Leadership Team will be asked to interpret and summarize the detailed 1/4ly reports to highlight: 1) what worked; 2) what didn't work; and 3) recommendations to improve the situation.

Start/End Dates: 10/01/2002 thru 05/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Procedures

Activity: Performance Partnership Grant Coordination (Current)

Description: Coordination and administration of DES's Performance Partnership Grant (PPG), the main federal funding vehicle that supports many of the Department's core environmental programs.

Start/End Dates: 02/19/1999 thru Lead Person: PERELLI, VINCENT

Deliverable: Completion and submittal of quarterly MBE and WBE forms for PPG grants

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 4 Reports, Final

Deliverable: Coordinate annual updates to the MBE/WBE vendor list

Description: Will require regular SBA Pro-Net Database searches and cross-referencing to DOT list

Start/End Dates: 04/01/2005 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 1 Updates

Deliverable: Participate in EPA/State Grants Workgroup

Description: This work group was formed by member of EPA and invited state staff to improve the effectiveness of the Performance Partnership Grant System. Involves Conference calls and drafting of policy recommendations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 8 Conference Calls

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Activity: Performance Partnership Grant Coordination (Current)					
Deliverable: Produce and submit PPG Application and Amendments as necessary					
Description: Includes FFY 2004 application and amendment					
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WASKIN, WENDY	Qty/Unit:	2 Applications, Grants
Deliverable: Update p:\drive					
Description:					
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WASKIN, WENDY	Qty/Unit:	12 Updates
Activity: Planning Unit Administration (Current)					
Description: Tasks associated with administration of the Commissioner's Office Planning Unit					
Start/End Dates:	02/19/1999 thru	Lead Person:	PERELLI, VINCENT		
Deliverable: Monthly Progress Reports for Senior Leadership Team					
Description:					
Start/End Dates:	02/01/2005 thru 12/31/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	11 Meetings
Deliverable: Performance Evaluation Annual Self-Assessment					
Description: My Annual Performance Evaluation is due 6/1/05.					
Start/End Dates:	04/01/2005 thru 12/31/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	1 Self-Assessments
Deliverable: Quarterly Project Progress Reports to Assistant Commissioner					
Description: Provides the Assistant Commissioner with a brief update on Chief and Planning and Policy Projects					
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	4 Self-Assessments
Activity: Public Participation Coordination (Internal and External) (Current)					
Description: Putting into place internal and external mechanisms to ensure that all stakeholders are fully involved in all levels of DES decision-making.					
Start/End Dates:	02/19/1999 thru	Lead Person:	PERELLI, VINCENT		
Deliverable: Chair Website Editorial Board					
Description:					
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	4 Meetings
Deliverable: Coordinate an annual review/audit/assessment of the DES Website					
Description:					
Start/End Dates:	07/01/2004 thru 03/31/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	1 Assessments
Deliverable: Ensure that DES Webmaster Position is properly serving the agency					
Description: The previous Webmaster Position became vacant in September 2004. Since that time, there has been a temporary Webmaster trying to serve the Department's extensive website maintenance and enhancement needs. The current goal of DES is to regain its 100% dedicated Webmaster Position and to have the position housed at 29 Hazen Drive. Negotiations with OIT have been ongoing.					
Start/End Dates:	09/01/2004 thru 09/30/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	1 Positions
Deliverable: Establish a State Environmental Advisory Committee (SEAC)					
Description: EXTENDED FROM 1/31/04. EXTENDED AGAIN FROM 9/30/04. This will require re-drafting Gretchen's original SEAC proposal/memo, presenting the concept to the Senior Leadership Team and getting their approval, and working through the logistics of setting up such a Committee.					
Start/End Dates:	10/01/2002 thru 09/30/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	1 Committees
Deliverable: Responding to staff suggestions submitted to the Intranet DES Suggestion Box					
Description:					
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	80 Responses
Deliverable: Revise existing draft SEAC Proposal Memo to submit to DES Senior Leadership Team					
Description: EXTENDED END FROM 6/30/04.					
Start/End Dates:	10/01/2003 thru 09/30/2005	Lead Person:	PERELLI, VINCENT	Qty/Unit:	1 Memos

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Activity: Public Participation Coordination (Internal and External) (Current)

Deliverable: Website Editorial Board reviews conducted

Description: A large part of the WEB Chairs duties have to do with ensuring that requests for new web pages be reviewed and approved in a timely manner.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 15 Reviews

Activity: Quality Management System Implementation (Current)

Description: The Quality Management System is being developed per EPA requirements as provided in EPA Guidance Document R-2. See EPA website www.epa.gov/quality

Start/End Dates: 07/01/2000 thru Lead Person: PERELLI, VINCENT

Deliverable: Annual Review of DES QMP for Calendar Year 2004

Description: END DATE EXTENDED FROM 12/31/04. As required by EPA, the DES QMP must be reviewed annually by 12/31 of each year.

Start/End Dates: 07/01/2004 thru 02/28/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reviews

Deliverable: Annual Review of DES QMP for Calendar Year 2005

Description: As required by EPA, the DES QMP must be reviewed annually by 12/31 of each year.

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reviews

Deliverable: Annual Review of DES Quality Management System (QMS)

Description: FOR CALENDAR YEAR 2004 -- As required in the DES Quality Management Plan, the DES QA Manager must conduct an annual review of its Quality Management System and report the results of the review to Senior Leadership and to EPA. This annual review is a key component to any successful quality management system.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Assessments

Deliverable: Conduct Regular QA Team Meetings

Description: Currently on a bi-monthly schedule.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 12 Meetings

Deliverable: Maintenance of QAPP Inventory for Air, Water, and Waste Divisions

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 Updates

Deliverable: Meetings with DES Program Managers to Assist With QA Implementation

Description: The QA Team will remind all staff that Team members are willing and able to meet with requesting staff regarding the implementation of Program-level QA Systems. This will go out as part of the guidance for the 2nd annual QA System Program Self-Audits.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 4 Meetings

Deliverable: Participation in quarterly Regional Quality Assurance Roundtable Meetings

Description: Bob Minicucci also participates in these meetings

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 3 Meetings

Deliverable: Provide QA-related Training opportunities for staff

Description: Potential training could include How to conduct QAPP Reviews and how to implement SOPs. To be Determined.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 2 Training Sessions

Deliverable: Review Quality Assurance Project Plans

Description: Review of Quality Assurance Project Plans, as needed, and as requested.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 10 Reviews

Activity: Regional Environmental Planning Program (Current)

Description: Assist Eric Williams with the overall coordination of this \$225,000 per year state-funded grant program that channels \$25,000 per year to each of the nine Regional Planning Commissions to carry out important environmental planning work at the local/regional level.

Start/End Dates: 02/19/1999 thru Lead Person: PERELLI, VINCENT

Deliverable: Participate in quarterly RPC Director meetings

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 2 Meetings

Activity: State of the Environment/Annual Report Coordination (Current)

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Activity: State of the Environment/Annual Report Coordination (Current)

Description: Regular internal and external reporting on the progress DES is making to protect and enhance public health and the environment in New Hampshire is a critical effort

Start/End Dates: 02/19/1999 thru Lead Person: PERELLI, VINCENT

Deliverable: DES Annual Report to Executive Council produced each year

Description: NOTE: SFY 2005 Report. This required DES Annual Report will be produced each year and may or may not take the place of the more formal DES State of the Environment Report in the "off years." Pat Gruttemeyer and Susan Carlson/Jessica Kubiak all play a significant role in creating this report. 2nd NOTE: It may be prudent to use this required Annual Report to begin to build up to a full-blown, stand-alone State of the Environment Report. To discuss with Measures Team and PIC.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reports, Final

Deliverable: Help coordinate meetings of the State of Environment Report (SOER) Team

Description: With the help of Jim Martin, initiate early planning meetings to kick-off the State of the Environment Report process. It is appropriate for this effort to be led/Co-led by Jim Martin, Public Information Officer.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 3 Meetings

Deliverable: Produce first draft of Required SFY 2005 Annual Report

Description: P. Gruttemeyer and J. Martin are key points of contact for this Deliverable.

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Reports, Drafts

Deliverable: State of the Environment Report/Annual Report Planning Meeting

Description: Need to pull together James Martin (PIO), Pat Gruttemeyer, Tim Drew, and Mike Walls and discuss who will take on the Annual Report and State of the Environment Report Production and what the expectations are for a State of the Environment Report.

Start/End Dates: 01/01/2005 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 2 Meetings

Activity: Strategic Planning Coordination (Current)

Description: Assisting the DES Senior Leadership Team with strategic planning related activities.

Start/End Dates: 02/19/1999 thru Lead Person: PERELLI, VINCENT

Deliverable: Conduct 2nd assessment of DES Strategic Plan

Description: May need to make modifications to MTRS reporting functionality to allow for second year of data entry.

Start/End Dates: 02/01/2005 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Assessments

Deliverable: Decision from SLT regarding releasing V. Perelli as Lead on several DES objectives.

Description: V. Perelli is responsible for 14 DES Strategic Objectives, several of which are fully outside the scope of duties as Chief of Planning and Policy and DES Quality Assurance Manager.

Start/End Dates: 01/01/2005 thru 06/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Decisions

Deliverable: Draft action plan regarding improved coordination with HHS, including joint strategic planning

Description: EXTENDED END DATE FROM 9/30/04.

Start/End Dates: 10/01/2003 thru 03/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Plans

Deliverable: Healthy NH 2010 Environmental Health Action Team Recommendations

Description: EXTENDED FROM 12/31/03. EXTENDED AGAIN FROM 9/30/04.

Start/End Dates: 07/01/2003 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 15 Activities

Deliverable: Post Updated Strategic Plan Assessment Results on Intranet and Internet

Description: Note: References posting updated results based on the 2nd Strategic Assessment of the DES Strategic Plan.

Start/End Dates: 04/01/2005 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 2 Web Site Postings

Deliverable: Recommendations Memo to SLT regarding mid-point evaluation of DES Strategic Plan

Description:

Start/End Dates: 07/01/2005 thru 10/01/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Memos

Deliverable: Serve as Healthy NH 2010 Environmental Health Action Team Co-Lead

Description: EXTENDED FROM 12/30/03. EXTENDED END DATE AGAIN FROM 12/31/04. Was working closely with Neil Twitchell on this Initiative to "Move from Plan into Action," but Neil moved to another DHHS position as of July 2004.

Start/End Dates: 07/01/2003 thru 12/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 8 Meetings

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: PLANNING PROGRAM (Current)

Activity: Strategic Planning Coordination (Current)

Deliverable: Strategic Plan Status Report to Senior Leadership Team

Description: Note: 2nd Strategic Plan Status Report. May be a summary presentation in conjunction with a report

Start/End Dates: 03/01/2005 thru 05/31/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 1 Presentations

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: POLLUTION PREVENTION COORDINATION (Current)

Description:

Start/End Dates: 10/01/1999 thru PAs: 01 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Biennial Report to Legislature (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Develop outline & draft report and circulate for review

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 1 Reports, Drafts

Deliverable: Finalize, print and distribute report

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 1 Reports, Final

Deliverable: Post report on web

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 1 Web Site Postings

Activity: Interstate Mercury Products Clearinghouse (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Draft and provide comments on Clearinghouse documents / assignments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 30 Documents

Deliverable: Participate in at least 75% of Clearinghouse meetings/conference calls

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 10 Meetings

Activity: NEWMOA / NESCAUM Burn Barrel Workgroup (Current)

Description: Regional coordination effort on reducing emissions (particularly dioxin) from open burning sources

Start/End Dates: 11/01/2003 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Attend 75% of workgroup meetings / conference calls

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Meetings

Deliverable: Draft and provide comments on workgroup documents / assignments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Documents

Activity: NEWMOA Mercury Workgroup (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Draft and provide comments on workgroup documents and assignments

Description: Draft and provide comments on 100% of workgroup documents and assignments (will be done on an as-needed basis)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Documents

Deliverable: Participate in CT workgroup on product phase-out - attend at least 75% of meetings/conf. calls

Description: Short-term project to look at phase-out of products under 100 mg Hg, including lighting products

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Meetings

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: POLLUTION PREVENTION COORDINATION (Current)

Activity: NEWMOA Mercury Workgroup (Current)

Deliverable: Participate in at least 75% of Workgroup meetings / Conference Calls

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Meetings

Activity: NH Mercury Reduction Strategy Implementation (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Co-lead NH Mercury Task Force / Hold meetings as needed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 1 Meetings

Deliverable: Draft Legislation and provide testimony as needed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 1 Legislation

Deliverable: Participate in DHHS Mercury Biomonitoring Advisory Committee

Description: Attend meetings and review documents

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Activities

Deliverable: Periodic progress reports

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 1 Reports, Final

Activity: New England Governors / Eastern Canadian Premiers Mercury Task Force (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Assist in development, implementation and tracking of regional Hg reduction initiatives

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 2 Activities

Deliverable: Participate in at 75% of Task Force Meetings / Conference Calls

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 3 Meetings

Deliverable: Participate in workgroup to plan national workshop on mercury products and waste

Description: Attend conference calls and comment on documents

Start/End Dates: 10/01/2004 thru 12/31/2004 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Activities

Activity: P2 Outreach (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Conduct P2 outreach to other organizations and agencies as needed

Description: includes participation in advisory committees and workgroups

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Activities

Deliverable: Participate in EPA's Green Suppliers Network

Description: Represent NH's P2 Program and assist EPA in working with NH suppliers to "green the supply chain"

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AGOSTINO, STEPHANIE Qty/Unit: 4 Meetings

Activity: Promote Regulatory Integration of P2 (Current)

Description:

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: POLLUTION PREVENTION COORDINATION (Current)

Activity: Promote Regulatory Integration of P2 (Current)

Promote Regulatory Integration of P2 (rule development, permitting, inspections, enforcement, etc.)

Start/End Dates: 10/01/1999 thru Lead Person: D'AGOSTINO, STEPHANIE

Deliverable: Assist in development and delivery of training / education activities for internal staff				
Description: As needed				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 2 Training Sessions
Deliverable: Conduct review of compliance assurance and regulatory programs, prioritize areas to incorporate P2				
Description:				
Start/End Dates:	04/01/2005 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 1 Assessments
Deliverable: Design & implement a communication mechanism for ongoing coordination between P2, permitting & CA				
Description:				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 1 Committees
Deliverable: Develop/implement policy incorporating "environmentally sustainable behavior into employees behavior				
Description: Develop/implement policy incorporating "environmentally sustainable behavior into employees behavior				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 1 Policies
Deliverable: Outreach to LOD recipients on P2				
Description: send responses to all LOD recipients that have P2 language				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 10 LOD/P2 Responses
Deliverable: P2 assessment of compliance assurance and permitting programs				
Description: work with program managers to identify and prioritize opportunities to further integrate P2				
Start/End Dates:	03/02/2005 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 1 Assessments
Deliverable: P2 planning/TUR program in NH				
Description: Evaluate a mandatory P2 or Toxics Use Reduction in New Hampshire				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	D'AGOSTINO, STEPHANIE	Qty/Unit: 1 Documents

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: STAR TRACK/PERFORMANCE TRACK PROGRAM (Current)

Description: Work with EPA program to recognize and reward high performing companies, possibly leading to equivalent state program.

Start/End Dates: 10/01/1999 thru PAs: 05 00 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Attend EPA Performance Track functions (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MINICUCCI, II, ROBERT

Deliverable: Represent department at Performance Track meetings and conference calls

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 6 Activities

Activity: Attend site visits at participating companies (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MINICUCCI, II, ROBERT

Deliverable: Attend EPA schedule visits to Performance Track companies

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 1 Meetings

Deliverable: Attend EPA scheduled visits to Performance Track companies

Description: Only 1 EPA visit, at NH BB in Peterboro

Start/End Dates: 10/01/2001 thru 12/31/2004 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 1 Meetings

Activity: Screen applicants for state-specific issues & provide comments to EPA (Current)

Description: Screen applicants for state-specific issues & provide comments to EPA on suitability of applicants to EPA

Start/End Dates: 10/01/1999 thru Lead Person: MINICUCCI, II, ROBERT

Deliverable: Screen compliance status & environmental performance of companies

Description: Screen compliance status & environmental performance of companies who apply to EPA regarding the Performance Track program. Phone calls and e-mails

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 3 Compliance Screens

Div/Bur: OFFICE OF THE COMMISSIONER PLANNING

Program: VOLUNTARY ENVIRONMENTAL MANAGEMENT SYSTEMS PROGRAM (Current)

Description:

Start/End Dates: 10/01/1999 thru PAUs: 05 00 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Build internal support for EMS-centered program (Current)

Description:

Start/End Dates: 10/01/2002 thru Lead Person: MINICUCCI, II, ROBERT

Deliverable: Attend national MSWG meetings and regional innovation meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 6 Meetings

Deliverable: Get management agreement to pursue state EMS program

Description: END DATE EXTENDED FROM 12/31/04

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 1 Agreements

Deliverable: Green Supply Chain Initiative with EPA New England

Description: Work with EPA New England staff in the development of a Green Supply Chain Initiative for NH. Ira Leighton, Assistant Regional Administrator is very supportive of this effort and has expressed his interest in something happening by Spring 2005.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PERELLI, VINCENT Qty/Unit: 6 Activities

Deliverable: Meetings with EPA New England and SSNE to explore Sustainable Business Roundtable Model

Description: With EPA New England and Sustainable Step New England, explore the feasibility of New Hampshire-focused Sustainable Business Roundtable (based on a similar model being implemented in Massachusetts), which will help answer the question: How can government support and enhance leading industry practices that are based on sustainable business models and advance pollution prevention?

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 2 Meetings

Activity: Support for States/EPA Innovation Workgroup (Current)

Description:

Start/End Dates: 10/01/2004 thru Lead Person: MINICUCCI, II, ROBERT

Deliverable: Attend/Participate in State/EPA Innovations Workgroup meetings/conference calls

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MINICUCCI, II, ROBERT Qty/Unit: 3 Meetings

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: FILE REVIEW SERVICES (Current)

Description: Create and maintain a fully staffed, multi-program file review service in the DES Public Information Center to serve the ever-widening discovery needs of agency clients and/or their agents.

Start/End Dates: 12/15/1999 thru PAs: 01 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: File review services for environmental organizations (Current)

Description: The file review section of the Public Information Center provides DES files for representatives of environmental organizations who wish to conduct site investigations to support their advocacy activities.

Start/End Dates: 12/15/1999 thru Lead Person: PARENT, ARIEL

Deliverable: Provide file review services to environmental organizations

Description: Private organizations request file reviews to investigate what DES has on file for certain properties, sites, or issues.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 5 Files

Activity: File review services provided for private citizens (Current)

Description: The file review section of the Public Information Center occasionally receives requests from private citizens to review specific files that may be related to property disputes, disagreements with abutting property owners, business plans for siting new enterprises that may affect them, etc.

Start/End Dates: 12/15/1999 thru Lead Person: PARENT, ARIEL

Deliverable: Provide file review services for private citizens

Description: Based on requests, the file review section prepares files for review by private citizens to understand the status of a particular site, issue or event, or to complete a due diligence review.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 45 Files

Activity: File review services provided for private commercial/industrial entities (Current)

Description: The file review section of the Public Information Center provides DES files for those from the private business sector who request a review of a suspected contaminated site or sites, or express a need to better understand conditions at a site or prior events and governmental actions that may relate to it through the N. H. Right-to-Know Act (RSA 91-A).

Start/End Dates: 12/15/1999 thru Lead Person: PARENT, ARIEL

Deliverable: Provide file review services to banking institutions

Description: Prior to a decision on financing, refinancing, or other commitments of their resources, banking institutions often research DES files for the purposes of determining their potential level of liability and whether or not a candidate property is worthy of receiving, or poses an unacceptable risk for, bank financing.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 5 Files

Deliverable: Provide file review services to consultants

Description: Consultants commonly seek information from DES files on the type, extent, character of environmental contamination at particular site or series of sites on behalf of their clients, or have other related interests regarding past permitting, compliance history, or ownership.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 360 Files

Deliverable: Provide file review services to law firms

Description: Many clients retain the services of professional attorneys to conduct the due diligence surveys and conduct discovery investigations on their behalf through file reviews, or have other related interests concerning past permitting activities, prior owners, compliance status, or legal limits/obligations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 40 Files

Deliverable: Provide file review services to private companies

Description: Private companies request reviews of DES files for many different purposes, depending on whether a new location is being investigated, the company has contributed to onsite contamination, they are trying to determine potential liability at a site, are trying to site a new facility there, or as part of a title search.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 25 Files

Deliverable: Provide file review services to realtors

Description: As part of a due diligence effort for the transfer of real properties, realtors or their agents request access to DES files for the purposes of determining whether or not a property for the seller or buyer (or an adjacent property) has been contaminated in the past or is subject to any other regulatory limits or conditions.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 8 Files

Activity: File review services provided to DES Air and Water Divisions (Current)

Description: A new trend is developing in the DES Public Information Center relative to providing expanded (i.e., beyond Waste Management Division files) file review services to programs located in the DES Air Resources and Water Divisions.

Start/End Dates: 01/01/2002 thru Lead Person: Vacant

Activity: File review services provided to other governmental entities (Current)

Description: Representatives from federal, state, and local governments request reviews of particular sites in their respective jurisdictions to determine its environmental status and decide on an appropriate response to issues of importance.

Start/End Dates: 12/15/1999 thru Lead Person: PARENT, ARIEL

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: FILE REVIEW SERVICES (Current)

Activity: File review services provided to other governmental entities (Current)

Deliverable: Provide file review services to federal government representatives

Description: Representatives from the EPA, Army Corps of Engineers, and others request reviews of our files to gather the state-level perspective for sites or issues in New Hampshire.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 2 Files

Deliverable: Provide file review services to local government representatives

Description: Community-level inquiries are made to the file review section of the Public Information Center by local officials or their agents to gain a better understanding of the status of local parcels, business and recreational concerns, or specific environmental issues in their communities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 5 Files

Deliverable: Provide file review services to other state agency representatives

Description: Representatives from NHDRED, NHF&G, NHDoJ, and agencies from other state governments request DES file reviews as a means of determining applicability to their programs, plans, or strategies, or to augment background materials for enforcement actions, interagency agreements, database development, or other similar initiatives.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PARENT, ARIEL Qty/Unit: 20 Files

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PERMIT COORDINATION/MAJOR PROJECT MGMT/UNIT ADMINISTRATION (Current)

Description: Provide timely and accurate permit coordination and major project management services to assist clients with integrated permit application processing and compliance assistance needs.

Start/End Dates: 01/02/1987 thru PAUs: 01 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administration of the Public Information and Permitting Unit (Current)

Description: Activities carried out routinely to effect efficient operations of the PIP Unit.

Start/End Dates: 01/02/1987 thru Lead Person: DREW, TIMOTHY

Deliverable: Manage and monitor the DES Publications Revolving Fund

Description: The Publications Revolving Fund was established to ensure ready access to funds to publish and reproduce agency education and outreach documents and to support operator training programs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 12 Report Assessments

Deliverable: Update PIP Unit Supplemental Job Descriptions (as needed)

Description: NH Division of Personnel rules require that a staff members Supplemental Job Description be updated at the time of his or her annual performance evaluation if it has been two years or more since its last amendment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 8 Updates

Activity: Major project coordination (Current)

Description: Respond to initial requests for guidance on multiple-permit, multi-discipline, multi-agency projects and identify likely requirements for the project.

Start/End Dates: 01/02/1987 thru Lead Person: DREW, TIMOTHY

Deliverable: Arrange and convene pre-application meetings

Description: For those who choose direct discussions with DES staff, these meetings are arranged to allow for an active discussion in the pre-planning phase of projects to identify which regulatory programs and permits may be triggered by a specific proposal.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 12 Meetings

Deliverable: Monitor use of Guidebook for Environmental Permits in New Hampshire

Description: Monitor use by constituents of the new Permit Guidebook through Web "hits", sales, and other distribution methods.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 4000 Web Site Hits

Activity: Performance evaluation of DES public information and permitting programs (Current)

Description: On a regular basis, the PIP Unit will organize programs, promote evaluations, and gauge the effectiveness of DES permitting and public information programs.

Start/End Dates: 01/01/2004 thru Lead Person: DREW, TIMOTHY

Deliverable: Create mechanism for regular communication between DES and organizations

Description: By January 2004, create a mechanism (e.g., meetings, database, roundtable, fact sheets, etc.) through which to communicate on a regular basis with local government officials, as well as other organizations like planning commissions, other state agencies, and the federal government.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: DREW, TIMOTHY Qty/Unit: 100 Organizations

Deliverable: Create mechanism for regular communication between DES and organizations

Description: By January 2006, create a mechanism (e.g., meetings, database, roundtable, fact sheets, etc.) through which to communicate on a regular basis with local government officials, as well as other organizations like planning commissions, other state agencies, and the federal government.

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 1 Procedures

Deliverable: Organize Environmental Forum

Description: Steps include identifying topics of interest, reviewing with DES Senior Leadership Team, identifying speakers, reserving meeting space, and performing evaluations post-conference.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: DREW, TIMOTHY Qty/Unit: 1 Conferences

Deliverable: Organize Environmental Forum

Description: Steps include identifying topics of interest, reviewing with DES Senior Leadership Team, identifying speakers, reserving meeting space, and performing evaluations post-conference.

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 1 Conferences

Activity: Prepare official DES reviews for projects with varying environmental impacts. (Current)

Description: Review, critique, draft, and transmit official DES policy position and consolidated technical comment documents for NEPA EIS's, CORD reviews, Intergovernmental Reviews, etc.

Start/End Dates: 01/02/1987 thru Lead Person: DREW, TIMOTHY

Deliverable: Prepare official agency response to multi-discipline projects.

Description: Coordinate the review of, and response to, multiple-program, multi-discipline projects with environmental impacts.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 80 Responses

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PERMIT COORDINATION/MAJOR PROJECT MGMT/UNIT ADMINISTRATION (Current)

Activity: Prepare official DES reviews for projects with varying environmental impacts. (Current)

Deliverable: Represent DES concerning international agreements, task forces, and multi-disciplinary committees

Description: The PIP Unit serves as the official agency representative for such activities at the Mt. Sunapee Advisory Committee, the Committee on Resources and Development, and the Transboundary Environmental Impact Agreement with the Province of Quebec.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 12 Meetings

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PUBLIC INFORMATION DISSEMINATION (Current)

Description: Improve communication with stakeholders through broader education and outreach initiatives, enhanced public participation techniques, and collaborative partnerships with environmental advocacy groups, legislators, trade associations, the news media, and the general public.

Start/End Dates: 01/02/1987 thru PAUs: 01 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: DES Homepage maintenance (Current)

Description: Following its year 2000 redesign, the DES Web page must be kept current and offer an ever-increasing variety of information and data sources.

Start/End Dates: 08/01/1995 thru Lead Person: MARTIN, JAMES

Activity: DES Press Interviews (Current)

Description: Serve as agency spokesperson to bridge the gap between DES's response to environmental events or issues and the public's right to know.

Start/End Dates: 01/02/1987 thru Lead Person: MARTIN, JAMES

Deliverable: Initiate media contacts, respond to inquiries, issues press releases

Description: The Director of Public Participation is responsible for initiating contacts with media representatives, providing prompt and complete responses, creating and issuing press releases and other documents on topics of interest to constituents. This deliverable represents Total Media contact.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 400 Communications

Deliverable: Provide timely and accurate communication with TV/radio outlets

Description: Provide interview services through the Director of Public Participation and specific program staff with television and radio reporters to explain DES positions, responses, and events.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 60 Communications

Activity: DES Press Releases (Current)

Description: The PIP Unit prepares, coordinates, and issues numerous press releases per year that deal with agency announcements, achievements, events, and issues of interest to stakeholders.

Start/End Dates: 01/02/1987 thru Lead Person: MARTIN, JAMES

Deliverable: Research, preparations, and issuance of press releases

Description: The PIP Unit is charged with keeping DES constituents informed via all media outlets through the creation and timely issuance of press releases on topical subjects and events of interest.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 120 Press releases

Activity: Document preparation and reviews (Current)

Description: The PIP Unit solicits, drafts, reviews, and updates various DES documents intended to foster and expand agency education and outreach efforts with its stakeholders.

Start/End Dates: 01/02/1987 thru Lead Person: MARTIN, JAMES

Deliverable: DES documents reviewed/edited - reports

Description: The PIP Unit coordinates the review and editing of special-purpose reports.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 20 Reports, Drafts

Deliverable: Publications prepared - Brochures

Description: The PIP Unit is responsible for preparing (as opposed to reviewing and editing) various brochures for DES.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 10 Brochures

Deliverable: Publications prepared - Guidance documents

Description: The PIP Unit is responsible for preparing (as opposed to reviewing and editing) guidance documents for DES.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 5 Documents

Deliverable: Publications prepared - Newsletters

Description: The PIP Unit is responsible for preparing (as opposed to simply reviewing and editing) Environmental NEWS and other specialty newsletters.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 8 Newsletters

Deliverable: Publications reviewed/edited - fact sheets

Description: The PIP Unit serves as the focal point for consistency of DES documents in terms of format, presentation, proper grammar, spelling, and punctuation, as well as the assignment of a standard alphanumeric designation for easy search and identification purposes.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 60 Fact Sheets

Deliverable: Publications reviewed/edited - guidance documents

Description: The PIP Unit obtains draft copies of various guidance documents being prepared by the Commissioners Office and the three divisions to review and edit them to ensure consistency, clarity, and content.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 10 Reports, Drafts

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PUBLIC INFORMATION DISSEMINATION (Current)

Activity: Document preparation and reviews (Current)

Deliverable: Publications reviewed/edited - newsletters

Description: The PIP Unit solicits articles, assembles them, reviews them for technical accuracy, grammar, and spelling, and makes final arrangements for publishing the DES Environmental NEWS and other specialty newsletters on a regular basis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 25 Newsletters

Activity: Legislative support for DES Senior Leadership Team (Current)

Description: The PIP Unit is charged with maintaining the most current chart of new bills, LSR's, hearings, amendments, and status updates to ensure timely and appropriate DES participation in legislative activities.

Start/End Dates: 01/02/1987 thru Lead Person: MARTIN, JAMES

Deliverable: Legislative hearing calendar/bill tracking status updates

Description: The PIP Unit is responsible for tracking all DES legislative activities that may affect the agency and informing the Senior Leadership Team concerning the ongoing status of LSRs, bills, hearings, and amendments through a consolidated tracking chart and weekly strategy meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 72 Updates

Deliverable: Web site "hits" for annual DES legislative report

Description: The PIP Unit produces legislative tracking charts and hearing schedules for bills of interest during the legislative session, and subsequently creates (and posts on the DES Web site) a summary/synopsis of all relevant environmental legislative activities at the end of each legislative session for ease of reference by constituents.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 6000 Web Site Hits

Activity: Measuring public awareness of environmental programs and DES's performance (Current)

Description:

Start/End Dates: 01/01/2003 thru Lead Person: MARTIN, JAMES

Deliverable: Analyze the results of existing Permit Process Questionnaires

Description: UNH Survey Center to conduct poll

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 1 Analyses

Deliverable: By August 2004, develop and implement for student/teacher education at DES

Description: Develop an evaluative program to measure the effective interaction between students and teachers education as accomplished by DES

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 1 Evaluations

Deliverable: Commission new public opinion/awareness poll

Description: Need SLT approval, need to find funds, UNH Survey Center to conduct poll

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 1 Surveys

Deliverable: Create and distribute 2 public service announcements annually with follow-up

Description: Create and distribute 2 public service announcements annually, and create and conduct follow-up surveys to evaluate their effectiveness.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 2 Public Service Announcements

Deliverable: Develop Web-based public awareness survey

Description: DES and its consitituents must develop a more efficient system for two-way communications. An awareness survey will help to accomplish this goal by gaining a knowledge of the level of understanding for environmental programs by constituents.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 1 Surveys

Deliverable: Develop a Web page devoted to the needs of teachers and students

Description: By May 2004, the Director of Public Participation, in conjunction with the DES Education and Outreach TEAM, will create a Web page devoted to the needs of New Hampshire students and teachers that identifies environmental education resources and providers throughout the state.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 1 Web Pages

Deliverable: Develop a program to educate and solicit feedback from elected officials

Description: By January 2004, development a means to educate and solicit feedback from elected officials relative DES's mission, activities, and accomplishments.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: MARTIN, JAMES Qty/Unit: 1 Programs

Activity: Media events covered (Current)

Description: The PIP Unit goes to the site of either inside agency or outside workshops, seminars, news conferences, or other media events to further publicize the events or assist in their logistics.

Start/End Dates: 01/02/1987 thru Lead Person: MARTIN, JAMES

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PUBLIC INFORMATION DISSEMINATION (Current)

Activity: Media events covered (Current)

Deliverable: Provide coverage for DES media events and press conferences

Description: Assist in the logistics, supplement the presentations with specific documents, interact with other media representatives, and photograph the events for later publicity in the DES Environmental NEWS newsletter and/or on the DES Web site.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 30 Events

Activity: Monitor and track newsletter Web site "hits" (Current)

Description: Each of DES' newsletters are posted online for those who visit our Web site to view.

Start/End Dates: 10/01/2001 thru Lead Person: MARTIN, JAMES

Activity: NH Congressional delegation liaison and grant/loan coordination (Current)

Description: The new PIO will be assigned the responsibility of maintaining two-way communications with the NH Congressional delegation

Start/End Dates: 10/01/2003 thru Lead Person: MARTIN, JAMES

Deliverable: Agency-wide grant/loan coordination

Description: A centralized focus on grant/loan opportunities and more efficient use of available funds when awarded will create greater efficiencies within DES to address constituent needs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 10 Grants

Deliverable: Coordination of activities with NH Congressional delegation

Description: Better two-way communications between DES and the NH Congressional delegation will serve to keep the agency aware of upcoming opportunities coming out of Washington and will provide a means for DES to have a voice on critical issues and legislation that may affect it. In addition, work on high priority projects through the congressional delegation to provide needed federal funding..

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARTIN, JAMES Qty/Unit: 20 Communications

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PUBLICATIONS SALES (Current)

Description: Expand and improve customer service efficiency offered by the DES Public Information Center relative to the collection, maintenance, availability, and dissemination of documents, data, and staff referrals.

Start/End Dates: 10/01/1999 thru PAs: 01 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Fulfill external stakeholder requests for information (Current)

Description: The publications sales section of the Public Information Center serves the needs of external customers who request specific information concerning DES activities and programs in support of their efforts to better understand environmental issues.

Start/End Dates: 01/02/1987 thru Lead Person: BERUBE, PAMELA

Deliverable: Fulfill the needs of external E-mail customers

Description: The publications sales section of the Public Information Center provides single or multiple copies of specific program information to external customers who contact it through E-mail.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DREW, TIMOTHY Qty/Unit: 120 E-mails

Deliverable: Fulfill the needs of external U. S. mail customers

Description: The publications sales section of the Public Information Center provides single or multiple copies of specific program information to external customers through the U. S. Postal Service.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 240 Mailings

Deliverable: Fulfill the needs of external telephone customers

Description: The publications sales section of the Public Information Center provides single or multiple copies of specific program information to external customers who order them by telephone.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 950 Telephone Calls

Deliverable: Fulfill the needs of external walk-in customers

Description: The publications sales section of the Public Information Center provides single or multiple copies of specific program information to external walk-in customers.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 660 Customers

Activity: Fulfill internal (DES) requests for information (Current)

Description: The publications sales section of the Public Information Center responds to requests by DES staff members by providing specific information and data to enhance daily business operations, in addition to providing support materials for conducting internal and external education and outreach activities.

Start/End Dates: 01/02/1987 thru Lead Person: BERUBE, PAMELA

Deliverable: Fulfill DES staff E-mail requests

Description: The Public Information Center provides direct responses to E-mailed requests from DES staff members who are seeking either single or multiple copies of fact sheets, forms, rules, and guidance documents.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 180 E-mails

Deliverable: Fulfill DES staff telephone requests

Description: The Public Information Center provides direct responses to telephoned requests from DES staff who are seeking either single or multiple copies of fact sheets, forms, rules, or guidance documents.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 250 Telephone Calls

Deliverable: Fulfill DES staff walk-in requests

Description: The Public Information Center provides single copies and prepares (or makes arrangements to prepare through Graphic Services) special bulk orders of various documents for DES program staff who access it in person for use in internal and external education and outreach activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 780 Customers

Activity: Monitor DES Web site for publications activity (Current)

Description: The publications sales section of the Public Information Center (and the PIP Unit, in general) is responsible for working with the DES Webmistress to ensure that customers are accessing and receiving the most current information and data.

Start/End Dates: 06/01/1999 thru Lead Person: DREW, TIMOTHY

Activity: Provide access to DES documents and services for those who are handicapped or disabled. (Current)

Description: The publications sales section of the Public Information Center is responsible for tracking the frequency of use for the PIC's adaptive equipment by those who are handicapped or disabled.

Start/End Dates: 10/01/2002 thru Lead Person: BERUBE, PAMELA

Deliverable: Track the frequency of use for the Public Information Centers adaptive equipment

Description: The New Hampshire Right-to-Know Act (RSA 91-A) and federal Freedom of Information Act ("FOIA") require that equal access to reports, data, and other sources of information be provided to all agency constituents, including those who are handicapped or disabled.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 1 Patrons

Activity: Provide adequate supply of DES documents to stakeholders (Current)

Description: The publications sales section of the Public Information Center is charged with providing sufficient variety and numbers of documents to ensure that all stakeholders are able to obtain the

Div/Bur: OFFICE OF THE COMMISSIONER PUBLIC INFORMATION AND PERMITTING

Program: PUBLICATIONS SALES (Current)

Activity: Provide adequate supply of DES documents to stakeholders (Current)

information, data, and guidance necessary to comply with DES programs.

Start/End Dates: 06/01/1999 thru Lead Person: BERUBE, PAMELA

<p>Deliverable: Complete regular updates of the DES "Publications List"</p> <p>Description: The PIP Unit, in conjunction with DES program personnel and the DES Webmistress, routinely review and update individual publication listings to ensure correct pricing, currency, and accuracy.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 7 Updates</p>
<p>Deliverable: Maintenance of an adequate supply of fact sheets for external customers</p> <p>Description: The PIP Unit is charged with the responsibility for obtaining and maintaining the most recent versions of DES fact sheets for external customers and must be able to provide a sufficient number to external stakeholders on an as-needed basis.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 2800 Fact Sheets</p>
<p>Deliverable: Maintenance of an adequate supply of fact sheets for internal DES staff needs</p> <p>Description: The Public Information Center is responsible for obtaining the most recent versions of environmental program fact sheets and creating enough of an inventory for each type to serve internal staff presentation needs.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 28000 Fact Sheets</p>
<p>Deliverable: Maintenance of an adequate supply of guidance documents for external customers</p> <p>Description: The Public Information Center is responsible for obtaining and maintaining the most recent editions of environmental guidance documents in adequate numbers to serve the needs of external stakeholders.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 2400 Documents</p>
<p>Deliverable: Maintenance of an adequate supply of guidance documents for internal DES customers</p> <p>Description: The PIP Unit is charged with obtaining and maintaining the most recent versions of DES guidance documents to provide them to DES staff as needed.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 200 Documents</p>
<p>Deliverable: Maintenance of an adequate supply of hard copy DES administrative rules for internal DES customers</p> <p>Description: The Public Information Center is responsible for maintaining the most recent versions of DES administrative rules and must be capable of providing a sufficient number of copies to internal DES stakeholders on demand.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 200 Rules</p>
<p>Deliverable: Maintenance of an adequate supply of hard copy DES administrative rules for external customers</p> <p>Description: The PIP Unit is charged with the responsibility for maintaining the most recent versions of DES administrative rules and must be capable of providing a sufficient number of copies to external stakeholders on an as-needed basis.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERUBE, PAMELA Qty/Unit: 724 Rules</p>

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: HAZARDOUS WASTE COMPLIANCE PROGRAM (Current)

Description: The primary function of the Hazardous Waste Compliance Program is compliance assurance, which is achieved through a three part approach: compliance monitoring, compliance assistance, and education/outreach. The Hazardous Waste Compliance Subsection conducts inspections of hazardous waste generators and provides technical assistance to the regulated community. A Hazardous Waste Assistance Hotline is maintained by the HWCS for the regulated community to contact the HWCS to ask questions concerning the New Hampshire Hazardous Waste Rules and compliance issues which affect hazardous waste management programs.

Start/End Dates: 07/01/1979 thru PAUs: 05 02 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Data Management (Current)

Description: Maintain EPA and HWCS compliance/enforcement databases.

Start/End Dates: 10/01/1999 thru Lead Person: LEEDBERG, TOD

Deliverable: Federal Compliance Monitoring Database - RCRAInfo

Description: Initial entries into the EPA compliance monitoring and enforcement database (RCRAInfo) for hazardous waste handlers that have been inspected

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 35 Entries

Activity: Enforcement (Current)

Description: Ensure that inspected facilities with documented violations receive a timely and appropriate enforcement action. High Priority Violators (HPVs)/Significant Non-Compliers (SNCs) are to receive a formal enforcement action which may include a penalty action.

Start/End Dates: 10/01/1999 thru Lead Person: LEEDBERG, TOD

Deliverable: Administrative Enforcement Actions

Description: Issue non-penalty enforcement actions and compliance letters to inspected facilities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 35 Enforcement Actions

Deliverable: Penalty Actions

Description: Issue Administrative Fines (AFs) and Request for Enforcement Action (RFEs) to facilities deemed to be SNCs/HPVs. Administrative Fines by Consent (AFCs) are to be issued with LODs and 30 days after Administrative Orders. Prepare Request for Enforcement Action (RFEs) for AGO for applicable SNCs/HPVs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 8 Penalty Actions

Activity: Incorporate Pollution Prevention (Current)

Description: Implement P2 into the core hazardous waste management program.

Start/End Dates: 10/01/1999 thru Lead Person: DUCLOS, JOHN

Deliverable: P2 referrals

Description: Referrals to the P2 program are routine following a hazardous waste compliance inspection.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 35 Referrals

Activity: Inspections (Current)

Description: Inspection of facilities to determine compliance with the NH Hazardous Waste Rules.

Start/End Dates: 10/01/1999 thru Lead Person: LEEDBERG, TOD

Deliverable: Generator inspections in Federal Fiscal Year 2005

Description: Conduct 35 hazardous waste generator inspections in federal fiscal year 2005. This includes 13% of the > 1,000 kgs/mo generator universe (i.e., 184 generators in RIMS MTS database) for a total of (25) > 1,000 Kgs/mo generators and (10) other inspections primarily 100 - 1,000 Kgs/mo generators.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 35 Inspections

Deliverable: Limited Permit inspections in Federal Fiscal Year 2005

Description: Conduct 4 inspections at facilities that require Limited Permits for elementary neutralization or wastewater treatment systems.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BONNER, WENDY Qty/Unit: 4 Inspections

Activity: Outreach/Education (Current)

Description: Provide training to the regulated community through workshops, conferences, and speaking engagements.

Start/End Dates: 10/01/1999 thru Lead Person: LEEDBERG, TOD

Deliverable: Presentations on Hazardous Waste Management

Description: Provide hazardous waste training to the public through speaking engagements.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 10 Presentations

Activity: Program Development (Current)

Description:

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: HAZARDOUS WASTE COMPLIANCE PROGRAM (Current)

Activity: Program Development (Current)

Participate in organized environmental associations to promote and develop the hazardous waste program.

Start/End Dates: 10/01/1999 thru Lead Person: DUCLOS, JOHN

Deliverable: Participation in EPA Planning meetings, NEWMOA work groups, NEEP, etc.

Description: Participation in EPA Planning meetings and workgroup meetings for Northeast Waste Management Officials Assoc. Northeast Environmental Enforcement Project, Association of State and Territorial Solid Waste Management Officials, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DUCLOS, JOHN Qty/Unit: 4 Meetings

Activity: Technical Assistance (Current)

Description: Provide assistance to the regulated community for compliance with the Hazardous Waste Rules.

Start/End Dates: 10/01/1999 thru Lead Person: LEEDBERG, TOD

Deliverable: Hazardous Waste Compliance Assistance Telephone Hotline

Description: Hotline is available for the regulated community to receive information and guidance on the NH Hazardous Waste Rules from knowledgeable HWCS staff.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 1000 Assistances Provided

Deliverable: Hazardous Waste Fact Sheets and Guidance Documents

Description: Keep Fact sheets current and create new ones as needed, as well as create new Guidebooks.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 10 Fact Sheets

Deliverable: Regulatory Interpretations

Description: RPB is a compilation of the regulatory interpretation letters issued to facilities to clarify a specific requirement under the Hazardous Waste Rules.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEEDBERG, TOD Qty/Unit: 10 Assistances Provided

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: HAZARDOUS WASTE COORDINATOR CERTIFICATION PROGRAM (Current)

Description: The Certification Subsection is responsible to provide hazardous waste management training and certification to the full quantity and small quantity generator facilities. Each full quantity generator that generates more than 220 pounds of hazardous waste per month shall have on staff at the facility where the hazardous waste is generated a hazardous waste coordinator certified by the department. Each small quantity generator that generates less than 220 pounds of hazardous waste per month shall self-certify their compliance under the hazardous waste rules once every 3 years.

Start/End Dates: 01/01/2003 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Full Quantity Generator - Hazardous Waste Coordinator Certification (Current)

Description: Provide the necessary hazardous waste management training to certify the hazardous waste coordinators at the full quantity generator facilities.

Start/End Dates: 01/01/2003 thru Lead Person: Vacant

Deliverable: Advanced Modular Courses Workshops

Description: Provide workshops for modular courses for those who have completed basic certification. Modular courses will cover such topics as Inspectin & Enforcement, Hazardous Waste Determination and P2/Waste Minimization, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 6 Workshops

Deliverable: Issue Certifications

Description: Provide testing and certification to the 496 notified full quantity generator facilities. (As of 10/1/04)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 474 Certifications

Deliverable: Issue New Certifications

Description: Provide testing and certification for Hazardous Waste Coordinator NEW to the system.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 150 Certifications

Deliverable: Issue Renewal Certifications

Description: Provide Certification for Hazardous Waste Coordinators renewing their annual certification

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 700 Certifications

Deliverable: Training Courses

Description: Provide initial certification courses to hazardous waste coordinators.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 6 Courses

Activity: Small Quantity Generator - Self-Certification (Current)

Description: Provide the necessary hazardous waste management training to allow small quantity generators to self-certify their compliance under the hazardous waste rules.

Start/End Dates: 10/01/2003 thru Lead Person: ROUSSEAU, DAVID

Deliverable: Self-Certifications

Description: Self-certification forms returned from the 1,270 notified small quantity generator facilities in the Cheshire and Hillsborough counties.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ROUSSEAU, DAVID Qty/Unit: 1270 Certifications

Deliverable: Small Quantity Generator Inspections

Description: Conduct follow-up compliance evaluation inspections of a statistically valid number of facilities in the Cheshire and Hillsborough counties.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 75 Inspections

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: HAZARDOUS WASTE PERMIT PROGRAM (Current)

Description: The Permitting Subsection reviews and processes applications for all hazardous waste/RCRA permits. These permits include Standard Treatment, Storage, or Disposal Facility (TSDF) Permits, Transfer Facility Permits, Limited Permits (which allow generators to treat hazardous wastewater) and Emergency Permits. The subsection provides technical support and engineering assistance to the staff of the HWCS in reviewing generator treatment, permitting considerations for universal and household hazardous waste, pollution prevention, waste stream evaluation, waste reduction and recycling issues.

Start/End Dates: 07/01/1979 thru PAUs: 05 02 04 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Issue Permits (Current)

Description: The Permitting Subsection reviews and processes applications for all hazardous waste/RCRA permits. These permits include Standard Treatment, Storage, or Disposal Facility (TSDF) Permits, Transfer Facility Permits, Limited Permits (which allow generators to treat hazardous wastewater) and Emergency Permits.

Start/End Dates: 10/01/2001 thru Lead Person: BONNER, WENDY

Deliverable: Emergency Permits

Description: Emergency Permits allow on-site treatment of unstable hazardous wastes so they can be safely transported to a permitted, off-site hazardous waste facility for disposal.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BONNER, WENDY Qty/Unit: 5 Permits Issued

Deliverable: Limited Permits

Description: Limited Permits allow generators to treat hazardous wastewater.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BONNER, WENDY Qty/Unit: 25 Permits Issued

Deliverable: Transfer Facility Permits

Description: Transfer Facility Permits allow facilities to receive hazardous wastes generated off site and store them for up to 10 days, at which time they must be transported to a permitted, off-site hazardous waste facility for treatment, storage of disposal. United Oil Recovery's permit is due for renewal in June 2005. In addition, Crystal Clean is actively searching for a location for a new transfer facility, the construction/operation of which would require a transfer facility permit.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BONNER, WENDY Qty/Unit: 2 Permits Reviewed

Activity: Quality Assurance (Current)

Description: The Permitting Subsection is responsible for updating and maintaining the generic Quality Assurance Project Plan (QAPP) for RCRA Subtitle C. The QAPP covers all environmentally related sample collection and analytical activities pertaining to hazardous waste identification. The Lead Person for the Permitting Subsection is also a member of the NH DES Quality Assurance Team, which maintains the NH DES Quality Management Plan, provides assistance with internal audits, etc.

Start/End Dates: 10/01/2001 thru Lead Person: BONNER, WENDY

Deliverable: Quality Assurance Project Plan (QAPP)

Description: The RCRA Subtitle C QAPP is a document that describes the necessary quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed by the RCRA Subtitle C program will satisfy the stated performance criteria. The QAPP documents the planning, implementation, and assessment procedures for the RCRA Subtitle C program, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the program in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for hazardous waste identification purposes.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BONNER, WENDY Qty/Unit: 1 Reviews

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: RCRA AUTHORIZATION PROGRAM (Current)

Description: The Authorization program coordinates hazardous waste rulemaking as a result of federal authorization and state requirements. The function of this program is to plan and schedule program activities, coordinate the development of regulations to keep pace with changes in the federal program and changing state needs, and coordinate the development of the state's application to maintain and expand federal authorization of NH's hazardous waste program.

Start/End Dates: 07/01/1979 thru PAUs: 05 02 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Maintaining and expanding Authorization of Hazardous Waste Program by US EPA (Current)

Description: Federal regulations require NH to submit applications (Governor's letter, Program Description, Attorney General's Statement, Memorandum of Agreement) to demonstrate that NH's hazardous waste regulations are equivalent, consistent, and no less stringent than federal hazardous waste regulations.

Start/End Dates: 11/03/1981 thru Lead Person: GREEN, HOLLY

Deliverable: Submit authorization application for selected US EPA regulations adopted through 6/30/02

Description: Submit final application

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GREEN, HOLLY Qty/Unit: 1 Applications

Activity: Program Development (Current)

Description: Participation in conferences and workgroups sponsored by US EPA, ASTSWMO, NEWMOA Partnerships with DES stakeholders through advisory committee and other meetings and site visits

Start/End Dates: 10/01/1999 thru Lead Person: GREEN, HOLLY

Deliverable: Participation in national and regional conference calls

Description: Participate in Definition of Solid Waste Network

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GREEN, HOLLY Qty/Unit: 4 Conference Calls

Activity: Rulemaking for RCRA Authorization (Current)

Description: Federal Statute mandates that States must adopt hazardous regulations that are equivalent to and no less stringent than hazardous waste regulations adopted by the US Environmental Protection Agency

Start/End Dates: 07/01/1979 thru Lead Person: GREEN, HOLLY

Deliverable: Draft rules that are equivalent to selected rules adopted by US EPA through 6/30/04

Description: Draft rules and submit to US EPA for review
Submit proposed rules to OLS for publication in NH Rulemaking Register

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GREEN, HOLLY Qty/Unit: 2 Submittals

Activity: Rulemaking to address NH needs (Current)

Description: Federal and State statutes allow New Hampshire to adopt hazardous waste rules more stringent than federal hazardous waste rules

Start/End Dates: 07/01/1979 thru Lead Person: GREEN, HOLLY

Deliverable: Adopt rules

Description: Adopt rules to clarify and make technical corrections to the NH Hazardous Waste Rules
Adopt rules to readopt used oil collection center rules (Env-Wm 1004)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GREEN, HOLLY Qty/Unit: 2 Rules

Deliverable: Draft rules

Description: Draft rules to clarify and make technical corrections to the NH Hazardous Waste Rules

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GREEN, HOLLY Qty/Unit: 1 Rules

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: USED OIL PROGRAM (Current)

Description: The Used Oil Subsection's goal is to encourage the recycling and safe management of used oil in New Hampshire. It has two primary objectives: to award grants to political subdivisions of the State for the purpose of establishing or improving used oil collection centers for the "Do-It-Yourselfer" (DIY); and to oversee the compliance and enforcement of the regulations governing the generations, transportation, collection and recycling of used oil. This is done through the development of effective regulations and policies, regulatory inspections, and technical assistance.

Start/End Dates: 07/01/1994 thru PAs: 05 02 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Data Management (Current)

Description: The Used Oil Program collects and summarizes data to measure its effectiveness and track the transfer of used oil in New Hampshire.

Start/End Dates: 07/01/1994 thru Lead Person: PROSPERT, TIMOTHY

Deliverable: 100% of 2004 used oil annual reports collected from approximately 127 DIY centers

Description: Env-Wm 1004.07(g) requires recipients of used oil collection grants to submit an annual report to DES which describes the amount and disposition of oil collected at their facilities. This information is used to measure the effectiveness of the program.

Start/End Dates: 01/01/2005 thru 06/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 130 Reports, Final

Deliverable: 100% of 2004 used oil transporter annual reports collected from approximately 150 transporters

Description: RSA 147-B:14 requires used oil registered transporters to submit annual reports to DES which describes, in part, the amount and type of oil they transport in the state.

Start/End Dates: 01/01/2005 thru 06/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 150 Reports, Final

Activity: Enforcement (Current)

Description: The Used Oil Program issues enforcement letters to violators in an effort to increase compliance with the Rules.

Start/End Dates: 07/01/1994 thru Lead Person: PROSPERT, TIMOTHY

Deliverable: Enforcement actions or enforcement letters in FFY2005

Description: The used oil program will provide an appropriate response to violations or conditions observed at inspections of facilities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 15 Enforcement Actions

Activity: Grants (Current)

Description: The Used Oil Program promotes and issues grants to municipalities, other political entities, certain non-profit organizations, and certain private entities, to increase the collection of used oil generated by "Do-It-Yourselfers".

Start/End Dates: 07/01/1994 thru Lead Person: PROSPERT, TIMOTHY

Deliverable: Grant promotional visits to potential or existing used oil collection centers

Description: The used oil program will visit municipalities and other qualified entities to inform them of grant opportunities related to collection of Do-It-Yourselfer used oil

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 25 Site Visits

Deliverable: Used oil collection center grants

Description: The used oil program issues grants to municipalities and other qualified entities with the purpose of safely and efficiently collecting used oil from Do-It-Yourselfers.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 30 Grants

Activity: Inspections (Current)

Description: The Used Oil Program inspects handlers of used oil to ensure its safe management.

Start/End Dates: 07/01/1994 thru Lead Person: PROSPERT, TIMOTHY

Deliverable: Inspections in each federal fiscal year (FFY)

Description: Inspections in each federal fiscal year (FFY): inspection initiative of used oil marketers; targeted inspections of used oil handlers

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 20 Inspections

Activity: Technical Assistance (Current)

Description: The used oil program provides assistance to the public and the regulated community in the form of training, outreach and other forms of information.

Start/End Dates: 07/01/1994 thru Lead Person: PROSPERT, TIMOTHY

Deliverable: Regulatory Interpretations

Description: Interpret regulations in response to queries by the regulated community

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 2 Interpretations

Deliverable: Regulatory assistance to used oil handlers and the general public

Description: Respond to at least 150 telephone calls

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 150 Telephone Calls

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE COMPLIANCE

Program: USED OIL PROGRAM (Current)

Activity: Technical Assistance (Current)

Deliverable: Speaking engagements and presentations

Description: Training seminars & presentations at conferences & workshops: annual Solid Waste Operator Training, municipal meetings, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PROSPERT, TIMOTHY Qty/Unit: 8 Presentations

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE REMEDIATION

Program: STATE SITES CORRECTIVE ACTION PROGRAM (Current)

Description: The State Sites Corrective Action Program combines the technical staff involved with groundwater and hazardous waste corrective action issues, including the RCRA C Corrective Action Program and the Brownfields Program. The work load is divided across multiple program elements including: Brownfields Program implementation, site resolution of "small" but high volume sites through timely (less than 60 days) reviews, resolution of more complex "large" sites, and program development.

Start/End Dates: 10/01/1999 thru PAUs: 05 04 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Brownfields (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: DES Brownfields report

Description: Prepare/update DES Brownfields compilation report that provides an overview of all DES brownfields initiatives and describes past brownfields success stories.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WIMSATT, MICHAEL Qty/Unit: 1 Reports, Final

Deliverable: Four new sites per year in State Brownfields covenant-not-to-sue program

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WIMSATT, MICHAEL Qty/Unit: 4 Sites

Deliverable: Full service DES Brownfields web page

Description: Update DES Brownfields web page that provides downloadable information and forms regarding all DES brownfields initiatives and describes past successes.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WIMSATT, MICHAEL Qty/Unit: 1 Web Pages

Deliverable: Make \$500,000 in Revolving Loan Fund (RLF) loans

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WIMSATT, MICHAEL Qty/Unit: 500000 Dollars

Deliverable: Three new sites/investigations per year in USEPA funded Targeted Brownfields Assessments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WIMSATT, MICHAEL Qty/Unit: 3 Sites

Activity: Coordination with USEPA on USEPA's Time Critical Removals Program (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: Coordinate with USEPA to conduct 3 Time-Critical Removal Actions

Description: Time-critical removal actions are conducted by USEPA with State management assistance to abate imminent threats to public health and/or the environment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REGAN, JOHN Qty/Unit: 3 Actions

Activity: Enforcement (Current)

Description: Legal proceedings to compel recalcitrant site owners/responsible parties to investigate/remediate their sites

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: Cost recovery at forty sites per year that meet cost recovery criteria

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REGAN, JOHN Qty/Unit: 40 Sites

Deliverable: Enforcement actions at 2 recalcitrant sites per year

Description: Proceedings to compel recalcitrant responsible parties to perform remedial measures

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REGAN, JOHN Qty/Unit: 2 Sites

Activity: Groundwater Management Permit Oversight (Current)

Description: Groundwater management permits are a mechanism to establish a groundwater management zone (GMZ) where contaminated groundwater exists. Groundwater quality within the GMZ is monitored until ambient groundwater quality standards are met.

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: Technical review and processing of permits (including revisions)

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAWRENCE, REBECCA Qty/Unit: 50 Permits Issued

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE REMEDIATION

Program: STATE SITES CORRECTIVE ACTION PROGRAM (Current)

Activity: Site Remediation Oversight (Current)

Description: Oversight of hazardous waste site investigations and cleanups conducted by site owners, consultants, and contractors.

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: Resolve 10 high priority and RCRA C Corrective Action sites

Description: Resolved sites include those permitted or closed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REGAN, JOHN Qty/Unit: 10 Sites

Deliverable: Resolve 80 sites

Description: Resolved sites include those permitted or closed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REGAN, JOHN Qty/Unit: 80 Sites

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE REMEDIATION

Program: SUPERFUND PROGRAM (Current)

Description: The Department of Environmental Services (DES) continues to provide management assistance to EPA to clean up the 18 NPL sites in New Hampshire and undertake site assessments for sites not yet on the NPL.

Start/End Dates: 10/01/1999 thru PAs: 05 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Enforcement (Current)

Description: This activity involves working with USEPA regional counsel, US Dept. of Justice, and the NH Dept. of Justice to negotiate orders and consent decrees with potentially responsible parties for remedial actions and State past and future cost recovery.

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: Two orders and/or consent decrees with potentially responsible parties (PRPs) per year

Description: The orders and consent decrees are for compelling the PRPs to conduct necessary remedial actions and to recover State past and future costs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BAXTER, CARL Qty/Unit: 1 Orders

Activity: Program Management (Current)

Description: Program management involves the preparation, execution, and maintenance of State/USEPA and State/Dept. of Defense cooperative agreements/contracts and State/private contracts.

Start/End Dates: 10/01/2001 thru Lead Person: KETTENRING, KENNETH

Deliverable: Contracts and contract amendments

Description: Contracts and amendments for consulting services for remedial investigation; design; construction oversight; operation & maintenance; lab work; and for construction/implementation of active remedial actions.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KETTENRING, KENNETH Qty/Unit: 5 Contracts

Deliverable: MBE/WBE Reports to EPA

Description: Quarterly reports on contractual and procurement activity involving minority and women owned businesses

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KETTENRING, KENNETH Qty/Unit: 40 Documents

Deliverable: USEPA and Department of Defense status reports

Description: Quarterly Reports to EPA and semi-annual reports to DOD on the status of various cooperative agreements and grants

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KETTENRING, KENNETH Qty/Unit: 42 Documents

Deliverable: USEPA/State & Dept. of Defense/State cooperative agreements/amendments

Description: Cooperative agreements set the framework for conducting the remedial activities at sites and provide federal funding for the State to exercise its authority. This statistic includes new agreements and amendments to existing agreements.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KETTENRING, KENNETH Qty/Unit: 11 Documents

Activity: Public Outreach (Current)

Description: To inform and solicit input from the public on the remediation of the National Priorities List (NPL) sites and to educate the public about the Superfund program.

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: Attend 20 public informational meetings on NPL sites per year

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BAXTER, CARL Qty/Unit: 20 Meetings

Deliverable: Post one annual "Superfund Update" on web site

Description: The annual "Superfund Update" is posted on the web site during the first quarter of the calendar year. It provides a brief history and status of the National Priorities List Sites in New Hampshire.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BAXTER, CARL Qty/Unit: 1 Postings

Activity: Site Management (Current)

Description: This activity involves the management of all remedial investigations and actions at the National Priorities List sites where the State is acting on USEPA's behalf (i.e., delegated authority/State lead), management assistance where USEPA is maintaining lead authority, and management oversight where potentially responsible parties have agreed to conduct remedial activities.

Start/End Dates: 10/01/2001 thru Lead Person: BAXTER, CARL

Deliverable: 30 groundwater and surface water monitoring events per year

Description: An event is one synoptic round of monitoring well water elevations or sampling, or residential well sampling.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PEASE, RICHARD Qty/Unit: 30 Events

Div/Bur: WASTE MANAGEMENT DIVISION HAZARDOUS WASTE REMEDIATION

Program: SUPERFUND PROGRAM (Current)

Activity: Site Management (Current)

Deliverable: 150 site inspections for oversight of on-site activities per year

Description: Involves physically being on-site to oversee on-going remedial activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PEASE, RICHARD Qty/Unit: 150 Inspections

Deliverable: Create and update 70 site management tools per year

Description: Site management tools include site chronologies, GIS maps, and property management plans.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PEASE, RICHARD Qty/Unit: 70 Tools

Deliverable: Timely review of 300 technical documents per year

Description: 60 day or less review time for document is the target. Documents include investigation reports, design submittals, and construction documents.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PEASE, RICHARD Qty/Unit: 300 Documents

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: ABOVEGROUND STORAGE TANK PROGRAM (Current)

Description: The Aboveground Storage Tank (AST) Program has the responsibility for conducting compliance and facility registration activities for regulated ASTs. The program is 100% State funded by the Fuel Oil Discharge Cleanup Fund and the Oil Pollution Control Fund.

Start/End Dates: 04/21/1997 thru PAUs: 05 05 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Design and Construction Review (Current)

Description:

Start/End Dates: 04/21/1997 thru Lead Person: JURANTY, MICHAEL

Deliverable: Review Design Plans for AST Facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JURANTY, MICHAEL Qty/Unit: 15 Reviews

Activity: Enforcement (Current)

Description:

Start/End Dates: 04/21/1997 thru Lead Person: JURANTY, MICHAEL

Deliverable: Enforcement Action Against AST Facilities in Substantial Non-Compliance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JURANTY, MICHAEL Qty/Unit: 15 Enforcement Actions

Activity: Facility Compliance Monitoring (Current)

Description:

Start/End Dates: 04/21/1997 thru Lead Person: JURANTY, MICHAEL

Deliverable: On-Site Compliance Inspections at AST Facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JURANTY, MICHAEL Qty/Unit: 100 Inspections

Activity: Tank Closure Report Review (Current)

Description:

Start/End Dates: 04/21/1997 thru Lead Person: JURANTY, MICHAEL

Deliverable: Review tank closure report.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JURANTY, MICHAEL Qty/Unit: 5 Reviews

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: FEDERAL LUST PROGRAM (Current)

Description: The Federal Leaking Underground Storage Tank (LUST) Program managed by DES has the responsibility for the remediation of petroleum contaminated sites where the release occurred from federally regulated underground storage tanks (USTs). This involves emergency response, project management and Groundwater Management Permit oversight to ensure that sites move through investigation to cleanup and site closure in a timely and cost-effective manner. This program is mostly funded by the Federal LUST Trust Cooperative Agreement with limited additional support from the state Petroleum Reimbursement Funds and the state Oil Pollution Control Fund.

Start/End Dates: 10/01/1986 thru PAUs: 05 05 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Enforcement (Current)

Description:

Start/End Dates: 10/01/1986 thru Lead Person: LYNN, GARY

Deliverable: Enforcement action against LUST sites in substantial non-compliance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LYNN, GARY Qty/Unit: 2 Enforcement Actions

Activity: Site Remediation Oversight (Current)

Description: Project Management

Start/End Dates: 10/01/1986 thru Lead Person: LYNN, GARY

Deliverable: Close LUST Sites

Description: For Governors Dashboard Report, track the number of new sites as well as sites that are mitigated and closed (provide information in Output comment field).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LYNN, GARY Qty/Unit: 70 Closures

Deliverable: Review Technical Documents for LUST Sites

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LYNN, GARY Qty/Unit: 1200 Reviews

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: OIL SPILL INITIAL RESPONSE PROGRAM (Current)

Description: The Initial Spill Response (IR) Program has the responsibility to respond to and perform duties of the state on-scene coordinator at both inland and coastal spills. The program staff coordinates the activities of private owners, abutters, cleanup contractors, consultants and state officials in an effort to contain a spill and commence cleanup of inland spills. For coastal spills, where the U.S. Coast Guard acts as the on-scene coordinator, program staff become a part of the response command team. At least one staff member is on-call for initial response at all times. The program is funded entirely by the Oil Pollution Control Fund.

Start/End Dates: 07/01/1971 thru PAUs: 05 05 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Enforcement (Current)

Description:

Start/End Dates: 07/01/1971 thru Lead Person: BERRY, RICHARD

Deliverable: Cost recovery at all closed initial response sites that meet cost recovery criteria

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERRY, RICHARD Qty/Unit: 10 Invoices

Activity: Spill Preparedness (Current)

Description:

Start/End Dates: 07/01/1971 thru Lead Person: BERRY, RICHARD

Deliverable: Attend Quarterly Meetings for Oil Spill Preparedness

Description: Maine-NH Port Safety Forum
OPA 90 Regional Response Team
OPA 90 Area Response Committee
Piscataqua River Cooperative

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERRY, RICHARD Qty/Unit: 15 Meetings

Activity: Spill Response (Current)

Description:

Start/End Dates: 07/01/1971 thru Lead Person: BERRY, RICHARD

Deliverable: Respond to All Reported Oil Spills

Description: Note: actual goal is to respond in a timely manner to 100% of reported spills regardless of the actual number.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERRY, RICHARD Qty/Unit: 150 Spills

Deliverable: Respond to All Reported Petroleum Complaints

Description: Note: actual goal is to respond to 100% of all complaints regardless of the actual number of reports.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERRY, RICHARD Qty/Unit: 30 Complaints

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: PETROLEUM REIMBURSEMENT FUNDS AND CONTAMINATION NOTIFICATION PROGRAM (Current)

Description: The Petroleum Reimbursement Funds (Funds) include four separate funds: Oil Discharge and Disposal Cleanup Fund (ODDCF), Fuel Oil Discharge Cleanup Fund, Motor Oil Discharge Cleanup Fund and Gasoline Remediation & Elimination of Ethers Fund. These Funds are managed by DES for the Oil Fund Disbursement Board, which is authorized to adopt rules and distribute reimbursements. These Funds provide financial responsibility (i.e., insurance) to specific sectors of the petroleum industry, and provides monies for clean up of gasoline ether contamination, e.g., MTBE. Each Fund is supported by fees on specific types of imported petroleum products including motor fuels, heating oils and motor oil. The ODDCF is available to owners of regulated motor fuel USTs to address federal financial responsibility requirements. About \$12 million per year is reimbursed to clean up petroleum contaminated sites.

Under the groundwater contamination Notification Program, DES notifies owners of properties with on-site water supply wells when contamination is detected in groundwater at nearby locations. All property owners within 500 feet of a (confirmed) groundwater contamination detection location receive notification by certified mail.

Start/End Dates: 07/01/1988 thru PAUs: 05 05 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Gasoline Ether Fund Claims Processing (Current)

Description:

Start/End Dates: 01/29/2002 thru Lead Person: HUBBARD, TALCOTT

Deliverable: Process Gasoline Ether Claims

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HUBBARD, TALCOTT Qty/Unit: 45 Reviews

Activity: Groundwater Contamination Notification (Current)

Description: Complete notification(s) within 30 days of contamination discovery confirmation.

Start/End Dates: 07/01/2002 thru Lead Person: REID, DAVID

Deliverable: Complete notification(s) within 30 days of contamination discovery confirmation

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REID, DAVID Qty/Unit: 50 Notifications

Deliverable: Locations receiving notifications

Description: The number of site that received a notification form because of possible contamination

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: REID, DAVID Qty/Unit: 600 Letters

Activity: Petroleum Funds Claims Processing (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: BLEDSOE, JOYCE

Deliverable: Process Reimbursement Claims

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BLEDSOE, JOYCE Qty/Unit: 1800 Reviews

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: SAFETANK PROGRAM (Current)

Description:

Start/End Dates: 07/01/1999 thru PAUs: 05 05 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Financial Assistance for Residential Heating Oil Tank Upgrade (Current)

Description:

Start/End Dates: 07/01/1999 thru Lead Person: CHWASCIAK, JOHN

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: STATE PETROLEUM REMEDIATION PROGRAM (Current)

Description: The State Petroleum Remediation Program investigates and remediates petroleum spills at sites which are not covered by the federally-regulated Underground Storage Tank (UST) program. These sites consist of heating oil USTs, petroleum Aboveground Storage Tanks (AST) and in-land oil spills not associated with storage facilities (spills from petroleum tanker trucks, etc.). Funding for this program is provided through the Petroleum Reimbursement Funds, the Oil Pollution Control Fund and responsible parties. The sites in the State Petroleum Remediation Program require active project management and Groundwater Management Permit oversight to ensure that sites move from discovery to cleanup and closure in a timely and cost-effective way.

Start/End Dates: 07/01/1971 thru PAUs: 05 05 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Enforcement (Current)

Description:

Start/End Dates: 07/01/1971 thru Lead Person: LYNN, GARY

Deliverable: Complete Enforcement Action Against State Petroleum Sites in Substantial Non-Compliance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LYNN, GARY Qty/Unit: 3 Enforcement Actions

Activity: Site Remediation Oversight (Project Management) (Current)

Description:

Start/End Dates: 07/01/1971 thru Lead Person: LYNN, GARY

Deliverable: Close State Petroleum Sites

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LYNN, GARY Qty/Unit: 150 Closures

Deliverable: Review Technical Documents for State Petroleum Sites

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LYNN, GARY Qty/Unit: 800 Reviews

Div/Bur: WASTE MANAGEMENT DIVISION OIL REMEDIATION AND COMPLIANCE

Program: UNDERGROUND STORAGE TANK PROGRAM (Current)

Description: The Underground Storage Tank (UST) Program has the responsibility for conducting active compliance and permitting activities for regulated USTs. The program is funded by the federal UST grant with a limited state match from the State Oil Pollution Control Fund. The UST program reviews designs and plans and performs installation inspections for new or modified UST systems. Engineering plans and specifications are reviewed for compliance with the UST rules and on-site inspection of installed systems are conducted prior to backfilling to ensure that the installations are in accordance with the approved plans. The UST section also performs on-site compliance inspections and compliance record reviews and conducts enforcement actions and field inspections.

Start/End Dates: 10/01/1986 thru PAUs: 05 05 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 2003-Gasoline Vapor Recovery Program (Current)

Description: Implement gasoline vapor recovery program.

Start/End Dates: 10/01/2002 thru Lead Person: BEAULIEU, THOMAS

Deliverable: Number of Stage I inspections performed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 500 Inspections

Deliverable: Number of Stage II inspections performed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 146 Inspections

Deliverable: Vapor Recovery Rule Development

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 1 Rules

Activity: Design & Construction Review (Current)

Description:

Start/End Dates: 10/01/1986 thru Lead Person: BEAULIEU, THOMAS

Deliverable: Inspect Construction at New or Substantially Modified UST Facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 60 Inspections

Deliverable: Review Design Plans for UST Facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 60 Reviews

Activity: Enforcement (Current)

Description:

Start/End Dates: 10/01/1986 thru Lead Person: BEAULIEU, THOMAS

Deliverable: Enforcement Action Against UST Facilities in Substantial Non-Compliance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 15 Enforcement Actions

Activity: Facility Compliance Monitoring (Current)

Description:

Start/End Dates: 10/01/1986 thru Lead Person: BEAULIEU, THOMAS

Deliverable: On-Site Compliance Inspections at UST Facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BEAULIEU, THOMAS Qty/Unit: 600 Inspections

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: AUTO SALVAGE YARDS (Current)

Description: A two-phase program to improve environmental practices at motor vehicle salvage yards (MVSs): Phase I is an education and compliance assistance work effort. Phase II requires yard owners to certify compliance based on an environmental self-audit.

Start/End Dates: 10/01/2004 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance (Current)

Description: Implement Phase II of the NH Green Yards Program (Compliance Self-Audit and Self-Certification).

Start/End Dates: 10/01/2004 thru Lead Person: SPRAGUE, PAMELA

Deliverable: Compliance Certifications

Description: Process and verify compliance certifications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 20 Certifications

Deliverable: Compliance Checklist and Workbook

Description: Develop and distribute a compliance self-certification packet, including a compliance self-certification checklist and a self-audit workbook.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 2 Packages

Deliverable: Return-to-Compliance Plans

Description: Review and approve "Return-to-Compliance Plans" submitted by facility owners who cannot self-certify compliance with the self-certification checklist.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 3 Plans

Activity: Outreach and Education (Current)

Description: Provide education and outreach activities to auto salvage yard operators, municipalities and other affected stakeholders.

Start/End Dates: 10/01/2004 thru Lead Person: SPRAGUE, PAMELA

Deliverable: Conferences and Workshops

Description: Provide conferences and workshops for stakeholders, including:

1. Trade Show/Environmental Conference for auto recyclers;
2. Compliance Certification Workshops for facility owners; and
3. Training for DES field staff re: performing multi-media inspections at auto salvage yards.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 3 Conferences

Deliverable: Educational Materials

Description: Provide specific outreach & education materials to promote compliance and pollution prevention at auto salvage yards, including:

1. At least 2 Best Management Practice (BMP) Guide Sheets;
2. At least 10 BMP reminder post cards;
3. At least 1 informational bulletin; and
4. At least 16 ECAR Center Fact Sheets.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 29 Documents

Activity: Program Development (Current)

Description: Establish a framework for implementing the second phase of the NH Green Yards (Compliance Certification Phase).

Start/End Dates: 10/01/2004 thru Lead Person: SPRAGUE, PAMELA

Deliverable: Administrative Rules

Description: Adopt new administrative rules requiring facility owners to certify compliance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Rules

Deliverable: Crusher Licensing Recommendations

Description: Evaluate options for licensing end-of-life vehicle crushers and prepare recommendations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Reports, Final

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: FINANCIAL PROGRAMS (Current)

Description: Award and administer grants to municipalities to reimburse the cost of closing unlined landfills and incinerators, plus obtain/maintain financial assurance plans from permittees to guarantee the cost of closing permitted facilities.

Start/End Dates: 10/01/2004 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Closure Grants (Current)

Description: Award annual grants and maintain existing grants to municipalities to reimburse eligible costs for closing unlined solid waste landfills and incinerators.

Start/End Dates: 10/01/2004 thru Lead Person: Vacant

Deliverable: Draft FY 2006 Priority List

Description: Establish a draft priority landfill grant priority list for FY 2006, by February 1, 2005.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Lists

Deliverable: Final FY 2006 Priority Hearing & List

Description: Hold public hearing pursuant to RSA 149-M:47 and establish a final priority list for FY 2006 by May 31, 2005.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 2 Actions

Deliverable: Grant Dollars

Description: Issue grant payments for new awards and continuing obligations. This deliverable is included in the Governor's Management Report and must be reported on a monthly basis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 3284860 Dollars

Deliverable: New Grant Applications

Description: Process new landfill closure grant applications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 17 Grants

Deliverable: Payments on both existing and new grant awards

Description: Issue scheduled payments for existing and new grant awards.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 62 Payments

Activity: Continuous Program Improvement (Current)

Description: Develop and implement new program efficiencies.

Start/End Dates: 10/01/2004 thru Lead Person: Vacant

Deliverable: Database Needs Assessment

Description: Identify needed improvements to the solid waste database and present recommendations to management.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Recommendations/Suggestions

Deliverable: Electronic Filing Implementation Assessment

Description: Assess potential options for establishing electronic filing capabilities and present recommendations to management.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Recommendations/Suggestions

Deliverable: In-house Training

Description: Train SWMB staff on database use, maintenance and report writing.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Training Sessions

Deliverable: Updated Website

Description: Review and improve the quality of information posted on the program website.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Updates

Activity: Financial Assurance (Current)

Description: Obtain and verify financial assurance plans for the cost of closing permitted solid waste facilities.

Start/End Dates: 10/01/2004 thru Lead Person: Vacant

Deliverable: Financial Assurance Plans

Description: Review and determine adequacy of financial assurance plans for guaranteeing the cost of closing permitted solid waste facilities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 95 Plans

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: FINANCIAL PROGRAMS (Current)

Activity: Financial Assurance (Current)

Deliverable: LOGO test verification

Description: In lieu of requiring all towns to submit LOGO test supporting documentation, spot check the records of municipalities by performing field audits to confirm they are eligible to "self-insure" the cost of facility closure.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 3 Audits

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: INACTIVE ASBESTOS DISPOSAL SITES (Current)

Description: Remediation and maintenance of several hundred inactive asbestos disposal sites, the majority of which result from past dumping practices in the Nashua/Hudson area by an area asbestos manufacturing facility.

Start/End Dates: 10/01/2004 thru 09/30/2005 PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Education and Outreach (Current)

Description: Provide educational information and technical assistance to stakeholders.

Start/End Dates: 10/01/2004 thru Lead Person: SPRAGUE, PAMELA

Deliverable: In-House Training

Description: Provide program-specific asbestos awareness training to DES field staff.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Training Sessions

Deliverable: Program Information for Public Awareness

Description: Provide information to improve improve community awareness, including:
 1. Develop and distribute a program brochure or similar information;
 2. Update existing fact sheets into 2 current and relevant fact sheets; and
 3. Update program website to improve the quality and relevancy of the posted information;

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 4 Activities

Deliverable: Work Plan Checklist

Description: Develop and promote use of work plan checklist, to assist contractors and consultants in preparing complete workplans.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Checklists

Activity: Program Development and Continuous Improvement (Current)

Description: Redirect program to introduce greater efficiencies within a sustainable infrastructure. Identify and implement program efficiencies to more effectively communicate information between the department and stakeholders. Seek resources needed to implement program.

Start/End Dates: 10/01/2004 thru Lead Person: SPRAGUE, PAMELA

Deliverable: Improved Filing System

Description: Reorganize and consolidate 300 site files, to make consistent with department-wide filing system.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Filing System

Deliverable: Internet Access to Site Information

Description: Establish Oracle database record for each site; locate sites on GIS system; and link to OneStop system.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 200 Data Sets

Deliverable: Potential Resource Evaluation Report

Description: Explore resource options for covering program administration costs and site remediation/maintenance costs (e.g., cost recovery, fees, grants, congressional intervention, etc.); assess viability of eac; and generate a report (memorandum) to management summarizing findings and recommendations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Memos

Deliverable: Stakeholder Meeting

Description: Meet with local officials and other stakeholders to identify and discuss program needs, and share information about program redirection.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Meetings

Activity: Site Remediation & Maintenance (Current)

Description: Close and maintain sites in a manner protective of public health and the environment.

Start/End Dates: 10/01/2004 thru Lead Person: SPRAGUE, PAMELA

Deliverable: Approved Work Plans

Description: Review and approve major work plan submittals.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 5 Workplans

Deliverable: Chain of Title Notices

Description: Increase compliance among property owners with the chain of title notice requirements established in state and federal law.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 20 Notices

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: INACTIVE ASBESTOS DISPOSAL SITES (Current)

Activity: Site Remediation & Maintenance (Current)

Deliverable: Criteria for Prioritizing Sites

Description: Develop criteria for ranking sites for site characterization and remedial work.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRAGUE, PAMELA Qty/Unit: 1 Guidelines

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: PERMITTING AND DESIGN REVIEW (Current)

Description: Process permit applications and applications for certified waste-derived products. Perform detailed engineering reviews of plans and specifications for various solid waste facility construction projects, including the closure of unlined landfills. Review hydrogeological reports for unlined landfills and new lined landfills. Provide oversight of motor vehicle junkyards. Write and revise the Solid Waste Rules.

Start/End Dates: 10/01/2001 thru PAUs: 04 02 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Permitting (Current)

Description: Process solid waste facility permit applications to ensure adequate solid waste disposal capacity and comply with applicable rules.

Start/End Dates: 10/01/2004 thru Lead Person: GUILFOY, MICHAEL

Deliverable: Process applications

Description: Process approximately 35 facility permit applications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GUILFOY, MICHAEL Qty/Unit: 35 Applications, Permit

Div/Bur: WASTE MANAGEMENT DIVISION SOLID WASTE MANAGEMENT

Program: SOLID WASTE COMPLIANCE (Current)

Description: Inspect permitted facilities to ensure compliance with existing regulations.

Start/End Dates: 10/01/2001 thru PAUs: 04 02 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Facility Inspections (Current)

Description: Inspect permitted facilities to ensure compliance with appropriate rules.

Start/End Dates: 10/01/2004 thru Lead Person: GUILFOY, MICHAEL

Deliverable: Facility inspections

Description: Inspect approximately 40 permitted solid waste facilities. Report inspections monthly as part of Governor's Management Report.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GUILFOY, MICHAEL Qty/Unit: 40 Inspections

Activity: Landfill Closure (Current)

Description: Close unlined landfills in a manner protective of the public health & environment

Start/End Dates: 10/01/2004 thru Lead Person: GUILFOY, MICHAEL

Deliverable: Landfill closure projects

Description: Review and approve approximately 10 landfill closure projects.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GUILFOY, MICHAEL Qty/Unit: 10 Projects

Div/Bur: WASTE MANAGEMENT DIVISION SPECIAL INVESTIGATIONS

Program: COMPLAINT INVESTIGATION PROGRAM (Current)

Description: SIS investigates complaints regarding the mismanagement of solid and hazardous wastes. Investigations are conducted in the field and may include sampling of various containers and media (often in hazardous environments), interviews of potential witnesses and responsible parties, as well as inspections and documentation. Subsequent to an investigation, SIS personnel are responsible for drafting enforcement and penalty actions and following up on these to ensure that compliance with the environmental regulations is achieved and maintained.

Start/End Dates: 10/01/1999 thru PAs: 04 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Analyze Complaint Activity for Trends and Progress (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: WOODBURY, CARL

Deliverable: Complaint database

Description: Update Quarterly

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 4 Updates

Deliverable: Progress reports at 6 month intervals

Description: Review of trends and compilation of data sent to Ken Marschner

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 1 Reports, Drafts

Activity: Investigate Complaints (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: WOODBURY, CARL

Deliverable: post-1997 complaints investigated and closed

Description: Obtain compliance with hazardous and solid waste regulations by investigation, inspection and enforcement activities. Outputs will be tracked monthly as part of the Governor's Management Report.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 50 Complaints

Deliverable: pre-1998 complaints investigated and closed

Description: Obtain compliance with hazardous and solid waste regulations by investigation, inspection and enforcement activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 15 Complaints

Activity: Screen Incoming Complaints (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: WOODBURY, CARL

Deliverable: Screen at least 50 complaints within 14 days of receipt

Description: Complaint investigations are initiated within 14 days of receipt by DES. Note: Previous screening time was 21 days.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 50 Complaints

Div/Bur: WASTE MANAGEMENT DIVISION SPECIAL INVESTIGATIONS

Program: EMERGENCY RESPONSE PROGRAM (Current)

Description: The Special Investigations Section (SIS) maintains a response capability for non-petroleum hazardous materials emergencies on a 24 hour/day, 7 days/week basis. SIS personnel provide technical assistance to the local on-scene commander, environmental monitoring, sampling of various media and contaminant identification. When appropriate, SIS personnel will undertake active mitigation and/or remediation efforts.

Start/End Dates: 10/01/1999 thru PAs: 04 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Emergency Response (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: WOODBURY, CARL

Deliverable: Response to hazmat emergency situations

Description: Respond to hazmat emergency requests from municipal officials by one of the following responses: advice by phone, advice on scene, or participation on scene. Outputs will be tracked monthly as part of the Governor's Management Report.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 50 Responses

Activity: Training (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: GALUSZKA, MICHAEL

Deliverable: Seminar presentations for solid/hazardous waste generators, transporters, and facility operators

Description: Prepare and deliver presentations on emergency response or hazardous waste management for solid/hazardous waste generators, transporters, and facility operators.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GALUSZKA, MICHAEL Qty/Unit: 5 Presentations

Deliverable: Teach courses which will count toward NFPA and/or OSHA

Description: Teach classes to DES staff and/or local fire departments which will count towards NFPA and/or OSHA HAZWOPER refresher training.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GALUSZKA, MICHAEL Qty/Unit: 25 Courses

Deliverable: Training exercises for DES staff

Description: Design and hold relevant training exercises for DES response staff.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GALUSZKA, MICHAEL Qty/Unit: 2 Training Sessions

Div/Bur: WASTE MANAGEMENT DIVISION SPECIAL INVESTIGATIONS

Program: HAZARDOUS WASTE TRANSPORTER PROGRAM (Current)

Description: SIS is responsible for registering all hazardous waste transporters in the State of New Hampshire. The process includes reviewing registration applications, conducting background investigations and issuing registrations. SIS personnel inspect transport vehicles on the State's roadways, often in conjunction with NH State Police, as well as the permanent facilities of companies located in New Hampshire.

Start/End Dates: 10/01/1999 thru PAs: 04 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Inspect Permanently Located Facilities (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CALLIGANDES, TAMMY

Deliverable: Fixed facility inspections

Description: Inspect hazardous waste transporter fixed facilities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CALLIGANDES, TAMMY Qty/Unit: 3 Inspections

Activity: Inspect Vehicles (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CALLIGANDES, TAMMY

Deliverable: Full vehicle inspections

Description: Conduct full inspections of commercial vehicles to see if they are in compliance with NH Hazardous Waste Rules, including review of shipping papers and emergency response paperwork, as well as a visual inspection of the hazardous waste on board.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CALLIGANDES, TAMMY Qty/Unit: 30 Inspections

Deliverable: Partial vehicle inspections

Description: Conduct a screening of commercial vehicles to see what types of materials are being transported. Any indication of a hazardous waste being transported would warrant a full vehicle inspection.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CALLIGANDES, TAMMY Qty/Unit: 150 Inspections

Activity: Register Transporters (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CALLIGANDES, TAMMY

Deliverable: Issue registrations

Description: Issue hazardous waste transporter registrations to companies transporting hazardous waste through or within the State of NH.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CALLIGANDES, TAMMY Qty/Unit: 150 Registrations

Div/Bur: WASTE MANAGEMENT DIVISION SPECIAL INVESTIGATIONS

Program: NON-NOTIFIER PROGRAM (Current)

Description: SIS has the responsibility of identifying non-notifiers for the RCRA program. SIS identifies hazardous waste generators who have failed to notify DES of their waste activities. SIS will provide information and assistance to the non-notifier so as to allow them to come into compliance. In cases where circumstances warrant, SIS may initiate an enforcement action and subsequent follow-up.

Start/End Dates: 10/01/1999 thru PAUs: 04 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Conduct Hazardous Waste Non-Notifier Inspections (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: WOODBURY, CARL

Deliverable: Inspections

Description: Conduct hazardous waste non-notifier inspections

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 15 Inspections

Deliverable: Non-Notifier Analysis

Description: Review 5 years worth of inspections and RIMS data, and compare with potential state generators.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WOODBURY, CARL Qty/Unit: 1 Analyses

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: HOUSEHOLD HAZARDOUS WASTE PROGRAM (Current)

Description: The Household Hazardous Waste Program provides municipalities with grant funding for HHW waste collection events and has initiated the promotion of source reduction by consumers and more efficient management of HHW and Universal Wastes by municipalities. A component of the program is research into making more readily available permanent options for safe disposal of household hazardous waste. Statutory and regulatory revisions underway at this point are aimed at making the process of collection more convenient, cost-effective and efficient.

Start/End Dates: 10/01/1999 thru PAUs: 05 00 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Data Management (Current)

Description: Compile waste management information to allow for informed decisionmaking in program operations.

Start/End Dates: 10/01/2001 thru Lead Person: WHEELER, MELANIE

Deliverable: Collect/tabulate the end-of-collection survey results.

Description: HHW collection event organizers conduct surveys among homeowner/participants and provide information on the volume and types of wastes collected. This information is collected and tabulated in a database. Information is generally entered twice a year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 40 Surveys

Deliverable: Provide an annual fiscal report of the HHW program.

Description: Accounting and database information are used to generate an annual report detailing wastes collected, costs, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 1 Reports, Final

Deliverable: Track total pounds of HHW collected at all events

Description: Following submission of final collection event documents, track the total number of pounds (units) of HHW collected.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 50000 Pounds of Hazardous Waste

Activity: Grants management (Current)

Description: Support Communities in Proper collection/disposal of HHW through financial assistance.

Start/End Dates: 10/01/2001 thru Lead Person: WHEELER, MELANIE

Deliverable: 1. Provide outreach to all NH Towns to inform them about grant availability

Description: Mail grant announcements and information to the 234 towns, two times per year; update information on Web Page; provide guidance letters and other documents as needed

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 10 Activities

Deliverable: 2. Process and provide funding for at least 40 grant applications per year.

Description: Ensure all grants are properly managed within time constraints of application/approval process. Ensure all eligible grant applicants receive at least partial funding with emphasis on permanent facilities and multi-town collection events.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 40 Applications, Grants

Deliverable: 3. Disburse \$250,000 in grants annually.

Description: Provide funding to eligible applicants in the amount of 0.20 cents per capita or 50% of the costs of a household hazardous waste collection.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 250000 Dollars

Deliverable: 4. Provide funding for at least 200 communities per year.

Description: Homeowners in at least 200 NH communities should have access to at least one collection event, each year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 200 Communities

Activity: Rulemaking (Current)

Description: Finalize rules to improve the collection, recycling and proper disposal of HHW. Complete the following activities: 1. draft rules through internal DES workgroup; 2. obtain stakeholder input on draft rules; 3. expedite DES upper management and legal review; and, 4. support draft during formal rulemaking process.

Start/End Dates: 10/01/2001 thru Lead Person: LOCKWOOD, PAUL

Deliverable: Draft proposed HHW Rules and submit for adoption

Description: Complete the following:
 1. Complete internal workgroup meetings to create first draft
 2. Submit draft for Stakeholder review via meetings, conference calls, mailings, etc.
 3. Submit draft for internal DES legal review
 4. Submit and support draft through States Rules adoption process

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WHEELER, MELANIE Qty/Unit: 1 Rules

Activity: Technical Assistance and Education (Current)

Description: Promote proper management of HHW and Universal Wastes through Education and Training

Start/End Dates: 10/01/2001 thru Lead Person: WHEELER, MELANIE

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: HOUSEHOLD HAZARDOUS WASTE PROGRAM (Current)

Activity: Technical Assistance and Education (Current)

Deliverable: Keep information on the HHW website current by updating quarterly.				
Description:				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WHEELER, MELANIE	Qty/Unit: 4 Updates
Deliverable: Paint Waste Reduction Project				
Description: Continue and expand 2003 - 2004 pilot project. Provide public outreach to establish new collection sites and to obtain additional participation by paint retailers. Outreach activities include public information brochures, meetings with municipalities and paint dealers, site assistance, presentations, etc.				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WHEELER, MELANIE	Qty/Unit: 4 Activities
Deliverable: Pesticide Waste Reduction Pilot Project				
Description: Begin a pesticide source reduction project, similar to the paint reduction project, that results in consumers creating less waste pesticides for collection and disposal at HHW events. Project activities will include development of information packages, outreach & education for municipal officials, coordination with Dept. of Agriculture, etc.				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WHEELER, MELANIE	Qty/Unit: 4 Activities
Deliverable: Provide technical assistance through handouts and brochures.				
Description: Develop 2 new outreach & education information pieces that include fact sheets, guides, technical reports, etc.				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WHEELER, MELANIE	Qty/Unit: 2 Information Provided
Deliverable: Provide training through Solid Waste Facility Operator Certification Program				
Description: Provide at least 2 HHW training presentations at Solid Waste Facility Operator Certification training workshops.				
Start/End Dates:	10/01/2004 thru 09/30/2005	Lead Person:	WHEELER, MELANIE	Qty/Unit: 2 Presentations

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: POLLUTION PREVENTION PROGRAM (Current)

Description: The New Hampshire Pollution Prevention Program (NHPPP) promotes pollution prevention through proactive outreach and technical and non-regulatory assistance. The NHPPP relies on outreach in the form of conferences, workshops, educational curricula development, partnerships and technical assistance to achieve its goals. The success of NHPPP outreach efforts is demonstrated by the high level of attendance at NHPPP functions and by the high demand for the NHPPP newsletter, increased requests for P2 presentations and the number of technical information requests the NHPPP receives.

Start/End Dates: 10/01/1999 thru PAs: 05 01 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Greening State Fleets Project (Current)

Description: With assistance from the Air Division, implement a program that will result in NH Departments purchasing fuel efficient replacement vehicles and improving the maintenance and use of existing vehicles to improve fuel efficiency thereby reducing emissions.

Start/End Dates: 10/01/2004 thru Lead Person: LOCKWOOD, PAUL

Deliverable: Develop emissions baseline for all state vehicles and target vehicles

Description: Using Air Division modeling standards, establish a baseline of emissions from all state vehicles with subset of targeted vehicles.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HALL, KIMBERLY Qty/Unit: 1 Lists

Deliverable: Develop list of candidate vehicles

Description: Work with Administrative Services and individual departments to establish a list of existing vehicles for which there are low emission vehicle (natural gas, hybrid, electric) replacements.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HALL, KIMBERLY Qty/Unit: 1 Lists

Deliverable: Governor's Executive Order

Description: Create an executive order requiring state departments to purchase low emission or no emission vehicles where ever possible. Expedite issuance of the order.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 1 Orders

Deliverable: Outreach materials

Description: Create and distribute outreach and education materials including publicity for Governor's executive order, fact sheets on fuel efficient and alternative fuel vehicles, information and fact sheets on improving efficiency for existing vehicles, SOPs for improving fuel efficiency, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 6 Outreach Activities

Deliverable: Site assistance & meetings

Description: Provide on-site assistance and organize meetings with state department officials to promote program and help improve efficiency in existing vehicles.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HALL, KIMBERLY Qty/Unit: 4 Meetings

Activity: Measurement (Current)

Description: Provide the necessary follow up and measurement for Program activities to document their effectiveness.

Start/End Dates: 10/01/2001 thru Lead Person: JOHNSON, SARA

Deliverable: Follow up for P2 Site Visits and Technical Assistance

Description: Conduct follow-up evaluations for site visits and/or technical assistance 6-8 months after report mailed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 4 Evaluations

Deliverable: Follow up with conferences & presentations attendees

Description: Call or contact 10% of sector conference (auto salvage, marinas, schools) attendees (at least 20) to evaluate changes in waste generation, behavior, policies, procedures, etc. Measurement will be for completed survey/evaluation not for each person surveyed as in last year's description.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 3 Evaluations

Deliverable: Follow-up for Auto Salvage project

Description: Six months to one year following the event, call or contact at least 10% of conference attendees to evaluate their changes in behavior. Begin Environmental Results Program analysis of 2002 survey data to develop behavioral baseline and compare it to self-certification results if the self-certification process is completed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 1 Evaluations

Deliverable: Follow-up for Automotive Mercury Switch Collection project

Description: As collection project matures, count the number of switches collected (and grams of mercury) and recycled. Provide evaluation report as indicator of project success.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 1 Evaluations

Deliverable: Follow-up for Greening State Fleets project

Description: Develop baseline information and, based on changes in vehicles and fleet practices, determine the reduction in emissions and other environmental benefits. Also document changes in behavior (number of alternate vehicles purchased, SOPs implemented).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HALL, KIMBERLY Qty/Unit: 1 Evaluations

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: POLLUTION PREVENTION PROGRAM (Current)

Activity: Measurement (Current)

Deliverable: Follow-up for Marinas

Description: Using developed checklist/survey, document changes in waste management practices since the 2000 - 20002 project. Document number of gallons of gas & oil recycled, gallons of test tank waste properly disposed, gallons of washwater (discharged to water bodies) eliminated, pounds of shrink wrap recycled, etc. Create a report evaluating effectiveness of project, based on measurement results.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ARROYO, APRIL Qty/Unit: 1 Evaluations

Deliverable: Follow-up with Healthcare Facilities

Description: Evaluation conducted to measure results from outreach, site assessments and surveys.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 2 Evaluations

Activity: Motor Vehicle Salvage Facilities Project (Current)

Description: Develop a program to improve environmental management practices at motor vehicle salvage facilities.

Start/End Dates: 10/01/2002 thru Lead Person: JOHNSON, SARA

Deliverable: On-site Assessments

Description: Provide on-site assessments to 4 motor vehicle salvage facilities as requested.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 4 Site Visits

Deliverable: Outreach & Assistance

Description: Develop and distribute 2 new, additional fact sheets to complete BMPs started last year. Provide presentations at association meetings as requested, provide compliance or P2 technical information as requested and respond to information requests.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 10 Assistances Provided

Deliverable: Self-certification process

Description: Develop an auto salvage self-certification form with self-certification workbook that address multi-media enforcement requirements and best management practices. Certification process should proceed in coordination with Rules development.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 1 Certifications

Deliverable: Workshops

Description: Organize and provide at least two Motor Vehicle Salvage Facilities (MVSF) workshops for a total of at least 100 participants. Provide one conference as a combined trade show and multi-session conference and one conference/workshop on either the auto salvage self-certification process or NPDES storm water permit application process.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 2 Workshops

Activity: Participation with Related Programs (Current)

Description: Participate with and provide assistance to regional programs such as Northeast Waste Management Officials Association (NEWMOA). Participate with and provide assistance to local programs such as Business & Industry of NH WasteCap program, Small Business Development Center, etc. Participate with and provide assistance to DES programs through training, web conferences, etc.

Start/End Dates: 10/01/2001 thru Lead Person: LOCKWOOD, PAUL

Deliverable: NEWMOA Regional Database, Amalgam, Hg Lamp & Junkyard Projects; NERC Hg Switch & HHW/SGQ Projects

Description: Participate with interstate workgroups, by conference calls or meetings, to:

1. (NEWMOA) coordinate states auto salvage activities
2. (NEWMOA) develop a regional fluorescent lamp take-back and recycle model program
3. (NERC) coordinate and measure the states automotive mercury switch removal initiatives
4. (NERC) coordinate a project to collect SQG hazardous wastes at municipal HHW collection events
5. (TPCH) participate in Toxic in Packaging Clearinghouse conference calls and meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 15 Meetings

Deliverable: Participate in NH and regional workshops/conferences

Description: Provide a P2 information booths, P2 presentations, or presentations on NHPPP, best management practices, regulatory updates, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 8 Information Provided

Deliverable: Pollution Prevention Workgroups

Description: Participate with in-state and interstate workgroups, by conference calls or meetings, to:

- 1) NEWMOA P2 Steering Committee/Roundtable
- 2) NEWMOA P2 Information Dissemination Committee
- 3) NH Industries of the Future
- 4) NEWMOA Marina workgroup

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 10 Meetings

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: POLLUTION PREVENTION PROGRAM (Current)

Activity: Participation with Related Programs (Current)

Deliverable: Pollution Prevention training for DES employees

Description: Provide web conference training, P2 Sector training or general P2 training to DES staff and other assistance providers. Some conferences are offered jointly by NEWMOA and NHPPP but provided at NH sites by the NHPPP.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 4 Training Sessions

Activity: Pollution Prevention in Healthcare Project (Current)

Description: Continuation of an EPA P2 Grant sector project to provide outreach to dental facilities, nursing homes, mental health clinics, speciality hospitals, visiting nurses agencies, etc. This is largely follow-up assistance related to established activities.

Start/End Dates: 10/01/2002 thru Lead Person: JOHNSON, SARA

Deliverable: Amalgam Management Rules

Description: Create and promote rules under HB 1251 to regulate the collection and disposal of mercury-containing amalgam. Following 8/19/04 JLCAR hearing, complete rules adoption process and begin activities to implement self-certification process. Implementation activities include written outreach to dentists, presentations, inspections, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOCKWOOD, PAUL Qty/Unit: 5 Activities

Deliverable: Outreach & Assistance

Description: When requested, provide information and technical assistance to NH healthcare facilities including acute care facilities, dental facilities, senior care facilities, clinics, etc. Outreach & Assistance activities include participation in hospital association meetings, providing technical documents, site visits, presentations, surveys, participation in H2E and NH3E meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 20 Outreach Activities

Activity: Pollution Prevention in Marinas (Current)

Description: Complete long term follow-up from a 2000 - 2002 EPA P2 Grant sector project. This project will focus on measurement following 2000 - 2002 outreach and assistance activities as well as updating original outreach materials and providing one workshop.

Start/End Dates: 10/01/2004 thru Lead Person: ARROYO, APRIL

Deliverable: Follow-up checklist/survey

Description: Create a detailed follow up survey form to determine waste management changes resulting from the 2000 - 2002 marinas activities as well as from this grant year's conference.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ARROYO, APRIL Qty/Unit: 1 Checklists

Deliverable: Marinas Workshop

Description: Provide a conference/workshop covering topics requested from the last survey and last follow up activities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ARROYO, APRIL Qty/Unit: 1 Conferences

Deliverable: Site visits

Description: Using the follow-up survey/checklist, revisit at least 25% of the facilities that attended the 2000 - 2002 workshops or allowed a NHPPP or EPA site visit. Since NHPPP site visits are entirely at the voluntary request of the facility, it is impossible to guarantee this deliverable will be completed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ARROYO, APRIL Qty/Unit: 5 Site Visits

Deliverable: Update BMP and Web Page

Description: Review BMP and NHPPP Marinas Web Page; make corrections and additions reflecting changes in regulatory interpretations and improved management practices developed since 2000 - 2002.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ARROYO, APRIL Qty/Unit: 2 Updates

Activity: Pollution Prevention in Regulated Community (Current)

Description: Promote pollution prevention and assist with the implementation of pollution prevention strategies within the regulated community.

Start/End Dates: 10/01/2001 thru Lead Person: JOHNSON, SARA

Deliverable: Annual Pollution Prevention Training Conferences

Description: Help organize and promote multi-media pollution prevention conference for at least 200 participants. These conferences will be created in partnership with UNH in the Fall and with the Health & Safety Council of NH in the spring. The targeted UNH conference audience will be business management personnel while the Health & Safety Council conference will be focused on Environmental, Health & Safety staff.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 2 Conferences

Deliverable: Governors Award for Pollution Prevention

Description: NHPPP will organize, conduct, and promote the Governors Award for Pollution Prevention to the NH regulated community. Activities include creating an informational brochure, mailing brochure, applying on-line, press releases, and web pages. Applicants are screened for eligibility and a Judges Panel assembled to compare applicants.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ARROYO, APRIL Qty/Unit: 8 Activities

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: POLLUTION PREVENTION PROGRAM (Current)

Activity: Pollution Prevention in Regulated Community (Current)

Deliverable: On-site P2 assessments

Description: Provide on-site P2 assessments when requested by "non-EPA Grant sector project" businesses, institutions and municipalities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 8 Site Visits

Deliverable: Outreach & Assistance

Description: Provide technical information through a variety of outreach activities that include 3 editions of Wastelines and at least 175 informational packages sent to requesting stakeholders who are not covered under similar EPA P2 Grant sector Outreach & Education deliverables. These outreach activities will consist of responses to e-mail, phone requests, referrals, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 175 Outreach Activities

Deliverable: P2 Internship Activities

Description: Provide support to the UNH P2 internship program. Activities include providing training, recruit interns, recruit facilities, and final reports.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JOHNSON, SARA Qty/Unit: 4 Activities

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: REPORTING & INFORMATION MANAGEMENT (Current)

Description: Reporting & Information Management Program - The Reporting & Information Management Program is responsible for the implementation of all information management functions relative to the Resource Conservation and Recovery Act (RCRA) Subtitle C program. These activities include: maintaining the EPA RCRA Database (RCRA Info) which stores information of regulated activities through direct data entry ; collecting and processing the required biennial report to EPA (Biennial Report System/BRS) according to the time frames specified by EPA HQ; collection and processing of hazardous waste manifests; administration of the hazardous waste fee program; supporting DES's Geographic Information System (GIS); filling Freedom of Information Act requests; tracking declassification requests; and re-engineering information management to meet the changing business needs of the RCRA program.

Start/End Dates: 10/01/1999 thru PAs: 05 01 00 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Biennial Reports (Current)

Description: Collect and process Biennial Report information through manifests and notification forms. Process and compile information and translate to EPA Region 1.

Start/End Dates: 10/02/2001 thru Lead Person: GORDON, III, RAYMOND

Deliverable: Collect Data for 2005 Biennial Report

Description:

Start/End Dates: 01/01/2005 thru 03/15/2005 Lead Person: GORDON, III, RAYMOND Qty/Unit: 1 Data Sets

Activity: Data Collection (Current)

Description: Collect and process waste tracking and site identification information. These documents include the hazardous waste manifest, site identification forms and declassification forms.

Start/End Dates: 10/01/2001 thru Lead Person: Vacant

Deliverable: Enter all Declassification Forms into the MTS system and RCRA Info

Description: Declassifications reflect the number of generators who notify us that they are no longer actively generating hazardous waste. Currently we believe this figure to be low and we are actively trying to increase the number of forms received.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MICHEL, MARIA Qty/Unit: 150 Forms

Deliverable: Enter all Hazardous Waste Manifests into the Manifest Tracking System

Description: For 2005 we are entering in only hazardous waste manifests that record hazardous waste shipments. All non-hazardous and used oil manifests will not be processed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 14000 Manifests

Deliverable: Enter all Hazardous Waste Notification Forms into both the MTS

Description: Notifications are a reflection on the number of updates to the database, the higher the percentage of notifications the more accurate the data will be. Currently we only measure the Hazardous Waste Notification forms.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MICHEL, MARIA Qty/Unit: 15000 Forms

Activity: Expand the E-government Features of RCRA Reporting (Current)

Description: Acquire electronic means to receive, retrieve and process; documents, fees and information related to RCRA.

Start/End Dates: 10/01/2001 thru Lead Person: GORDON, III, RAYMOND

Deliverable: Web Based Notification Form

Description: Create a system so hazardous waste generators can submit hazardous waste notification forms via the internet.

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: GORDON, III, RAYMOND Qty/Unit: 1 Systems

Activity: QA/QC (Current)

Description: Assure that the RIMS office collects, maintains and provides quality data.

Start/End Dates: 10/01/2001 thru Lead Person: WELCH, PAMELA

Deliverable: Update RIMS SOPs

Description: Update RIMS standard operating procedures to comply with department quality assurance program plan, to reflect changes to our data systems and procedures.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WELCH, PAMELA Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: SOLID WASTE TECHNICAL ASSISTANCE (Current)

Description: The Solid Waste Technical Assistance Section is responsible for planning and technical assistance for solid waste. Planning activities include the preparation of the State Solid Waste Plan and Annual Legislative Report. Major components of these documents are projections of statewide solid waste capacity needs and the development of strategies for achieving the legislative goal of 40% waste reduction. Of the many outreach activities offered by the section, the Solid Waste Operator Certification is the most comprehensive, with annual certification and a variety of workshops provided throughout the year, including the annual solid waste conference.

Start/End Dates: 10/01/1999 thru PAUs: 05 01 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Legislative Report (Current)

Description: The legislative report is an annual document which details the state's progress toward the 40% diversion goal as well as the status of other solid waste management issues. Due by November 1 of each year.

Start/End Dates: 10/01/2001 thru Lead Person: YERGEAU, SHARON

Deliverable: Compilation of Data

Description: Using the annual facility reports and other sources, determine New Hampshire's solid waste 1. generation rates; 2. diversion rates; and, 3. capacity projections for the most recent year's data.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 3 Summaries

Deliverable: Preparation of Narrative

Description: Write a narrative that explains the annual data and fulfills the statutory reporting requirements.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: YERGEAU, SHARON Qty/Unit: 1 Narratives

Deliverable: Publication & Distribution of Legislative Report

Description: Ensure access to the report by the general public and to those specified in the law. Publication and distribution will consist of four, distinct postings: 1. Distributed to Legislators; 2. Issued to the State Library; 3. Issued as hard copies to the Permitting & Information Center; and, 4. Posted on the web site.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: YERGEAU, SHARON Qty/Unit: 4 Postings

Activity: Outreach & Education (Current)

Description: Provide public and private entities with technical assistance and education on solid waste issues. Such assistance includes

- 1) Answer letters, phone calls, emails
- 2) Interact with the media
- 3) Produce brochures, fact sheets, reports
- 4) participate in conferences and other speaking engagements

Start/End Dates: 10/01/1999 thru Lead Person: MAURER, DONALD

Deliverable: Legislative Technical Assistance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 3 Activities

Deliverable: Promotion of Electronics Waste Recycling

Description: Conduct training on Electronics Recycling. Coordinate/participate in electronics collection events. Work with the Northeast Recycling Council on electronics recycling.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 5 Activities

Deliverable: Promotion of Organic Solid Waste Composting

Description: Conduct training on composting; encourage policies; and take actions to promote recycling.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 3 Activities

Deliverable: Promotion of Solid Waste Recycling

Description: Conduct training; encourage policies; and take actions ther further recycling of solid waste including construction & demilion debris.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 3 Activities

Deliverable: Rubbish Resource Publication

Description: The Rubbish Resource is the newsletter of the PCAS and details current solid waste issues. The newsletter is published in web and hard copy format.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 2 Publications

Deliverable: Solid Waste Facilities Site Assistance

Description: Visit selected solid waste facilities to provide technical and compliance assistance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 12 Site Visits

Activity: Solid Waste Capacity Planning (Current)

Description: Calculate the state's ability to accommodate waste generation for a twenty year period. The data is then coordinated with information from the region.

Start/End Dates: 10/01/2001 thru Lead Person: MAURER, DONALD

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: SOLID WASTE TECHNICAL ASSISTANCE (Current)

Activity: Solid Waste Capacity Planning (Current)

Deliverable: 20-Year Capacity Analysis

Description: Update capacity analysis based upon changes occurring since the last update.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 1 Analyses

Deliverable: Solid Waste Importation Analysis

Description: Develop a waste importation analysis that indicates the sources and destination facilities and trends over time.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 1 Analyses

Activity: Solid Waste Information Management (Current)

Description: Collect and provide information on statewide solid waste generation rates, recycling rates, and solid waste capacity needs.

Start/End Dates: 10/01/2001 thru Lead Person: MAURER, DONALD

Deliverable: Data Summary

Description: Develop the following solid waste numbers for 2004

1. Imports of solid waste
2. Exports of solid waste
3. In-state disposal
4. Export disposal
5. municipal MSW total
6. Commercial MSW total
7. Municipal recycling
8. Commercial recycling
9. construction & demolition total
10. Organics diversion/composting

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 10 Summaries

Deliverable: Interstate Waste Flow Analysis

Description: 1. Assemble information from in-state and out of state facilities, processors and disposal sites to determine waste flow.
2. Develop state specific waste totals for import and exports.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 2 Analyses

Deliverable: Solid Waste Database Development

Description: 1. Develop online ASP.net application for online annual reporting for permitted solid waste facilities.
2. Assemble an administration table to define the universe of reporting entities that is linked relationally to the Solid Waste Management database.
3. Review final database design documents prior to development.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAURER, DONALD Qty/Unit: 3 Databases

Deliverable: Survey completion

Description: Provide current data for national, regional and state surveys and questionnaires

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 4 Assessments

Activity: Solid Waste Management Plan (Current)

Description: Conduct yearly updates of the solid waste management plan

Start/End Dates: 10/01/2003 thru Lead Person: YERGEAU, SHARON

Deliverable: New Solid Waste Plan

Description: Begin work on the next NH Solid Waste Plan, including such pieces as a timeline, outline and draft chapter narratives.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: YERGEAU, SHARON Qty/Unit: 1 Plans

Deliverable: Solid Waste Plan Recommendations Progress Report

Description: Document status of actions taken relative to recommendations in the most recent Solid Waste Plan.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: YERGEAU, SHARON Qty/Unit: 1 Report Assessments

Activity: Solid Waste Operator Certification (Current)

Description: Provide solid waste operators with a certification program including a two day introductory course, a solid waste conference and one-day workshops.

Start/End Dates: 10/01/2001 thru Lead Person: MAURER, DONALD

Div/Bur: WASTE MANAGEMENT DIVISION WASTE PREVENTION & TECHNICAL INFORMATION

Program: SOLID WASTE TECHNICAL ASSISTANCE (Current)

Activity: Solid Waste Operator Certification (Current)

Deliverable: Coordination with Related Organizations			
Description: Assist in the integrating an environmental track in the Safety & Health Council of Northern New England (SCHNNE) & assist Public Works Academy in maintainint environmental training.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: MAURER, DONALD	Qty/Unit: 3	Activities
Deliverable: Databases Integration			
Description: Develop new, user-friendly, expanded access to Operator Database including facilities, operators and training. Integreate with annual facility report database.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: MAURER, DONALD	Qty/Unit: 3	Activities
Deliverable: Develop and Conduct Courses/Workshops			
Description: Provide continuing education and basic training courses for Solid Waste Operator Certification Program.			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: MAURER, DONALD	Qty/Unit: 15	Workshops
Deliverable: Training Level Clarification			
Description: Change Solid Waste Rules to define "Responsible Charge."			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: MAURER, DONALD	Qty/Unit: 1	Analyses

Div/Bur: WATER DIVISION DAM

Program: DAM BUREAU (Current)

Description: The dam bureau has existed in some form since the late 1930's

Start/End Dates: 10/01/1999 thru PAs: 03 08 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Amend or adopt rules (Current)

Description:

Start/End Dates: 10/01/2003 thru Lead Person: MCGRATH, NANCY

Deliverable: Adopt new rules for Public Waters

Description: Adopt new rules relative the the official list of Public Waters (by 04/01/05)

Start/End Dates: 10/01/2003 thru 06/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 1 Rules

Deliverable: Amend and adopt administrative rules

Description: Amend and adopt administrative rules, Env-Wr 101 through 800 (by 02/21/05)

Start/End Dates: 10/01/2003 thru 03/31/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 1 Rules

Activity: Annual Dam Registration Fees (Current)

Description: Per RSA 482:8a, Env-Wr 301.04 this fee is collected annually

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Annual Dam Registration Fees

Description: Due every year for hazardous dams, bills sent by 10/31

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 450 Invoices

Activity: Drought Management Policy (Current)

Description:

Start/End Dates: 09/30/2003 thru Lead Person: GALLAGHER, JR., JAMES

Deliverable: Revise the State's Drought Management Plan

Description:

Start/End Dates: 09/30/2003 thru 09/30/2005 Lead Person: GALLAGHER, JR., JAMES Qty/Unit: 1 Plans

Activity: Emergency Action Planning for Municipally & Privately-Owned Class B & C Dams by Dam Owners (Current)

Description: Per Env-wr 505 EAP's are required for B&C dams

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: EAPs updated

Description: Per 505.25 EAPs are to be reviewed annually

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 80 EAPs (Emergency Action Plans)

Deliverable: Ensure that Class B dams are correctly classified and have their EAPs

Description: Ensure that Class B dams without approved EAPs are correctly classified as hazardous dams and that they are either reclassified or have their EAPs complete.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 5 EAPs (Emergency Action Plans)

Deliverable: Submittal & approval of the emergency actions plans that need completion

Description: necessary for B&C dams

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 5 EAPs (Emergency Action Plans)

Activity: Facilitate the Restoration of Rivers (Current)

Description: To facilitate the restoration of rivers and the elimination of safety hazards through selective dam removals

Start/End Dates: 10/01/2002 thru Lead Person: Vacant

Deliverable: Complete final monitoring reports following dam removal

Description: Monitor effects of two dam removals through partnerships

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEVERGOOD, GRACE Qty/Unit: 2 Reports, Final

Div/Bur: WATER DIVISION DAM

Program: DAM BUREAU (Current)

Activity: Facilitate the Restoration of Rivers (Current)

Deliverable: Complete interim (pre-removal) monitoring project reports

Description: Establish 2 dam removal monitoring projects through partnerships

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEVERGOOD, GRACE Qty/Unit: 2 Reports, Final

Deliverable: Dam removal projects permitted

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEVERGOOD, GRACE Qty/Unit: 3 Projects

Deliverable: Develop new rules and revision to existing rules pertaining to dam removal

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LEVERGOOD, GRACE Qty/Unit: 1 Rules

Deliverable: Provide Public and Professional Outreach

Description: Provide at least 5 presentations on dam removal and river restoration to communities, professional organizations and/or other interests.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 5 Presentations

Activity: Incorporate environmental criteria into hazard classification for dams (Current)

Description: By December 2005 incorporate environmental criteria into hazard classification

Start/End Dates: 10/01/2002 thru Lead Person: Vacant

Deliverable: Environmental inc into hazard classification

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Regulations

Activity: Permitting the Construction of New Dams and Reconstruction of Existing Dams (Current)

Description: Per Env-wr 305 any person wishing to construct a dam must submit a permit

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Process permit applications within 90 days

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 45 Permits Issued

Activity: Public Outreach (Current)

Description: A new public outreach position was created in 2001

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Other outreach events

Description: Conduct or participate in dam related outreach/education events

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 4 Outreach Activities

Deliverable: Presentation of an annual workshop on dam safety for dam owners in NH

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 1 Workshops

Deliverable: Publication & distribution of DES Dam Safety Newsletter to all NH dam ownrs

Description: A newsletter to be sent to dam owners notifying them of changes in the bureau or items of interest to them

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 1 Newsletters

Activity: Safety Inspections of Non-Menace Dams (Current)

Description: Per Env-wr 502.02 certain non-menace "AA" dams are required to be inspected at certain intervals, also AA dams are inspected at request

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Div/Bur: WATER DIVISION DAM

Program: DAM BUREAU (Current)

Activity: Safety Inspections of Non-Menace Dams (Current)

Deliverable: Inspections of Class AA dams

Description: as requested or required

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 40 Inspections

Activity: Safety Inspections of Regulated Dams (Current)

Description: Per Env-Wr 502 dams are required to be inspected at certain intervals

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Inspections to be completed per year for Class C, B and A

Description: By law the Dam Bureau is required to inspect the hazardous dams on a particular interval dependant upon classification

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 153 Inspections

Activity: Tests of Existing Emergency Action Plans (EAPs) (Current)

Description: Per Env-wr 505.24 an owner of a B or C dam is required to test their EAP annually

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Annual testing of all EAPs on file at DES

Description: Per Env-wr 505.24 an annual test of an EAP is required

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 133 EAPs (Emergency Action Plans)

Div/Bur: WATER DIVISION DAM

Program: OPERATION AND MAINTENANCE OF STATE-OWNED DAMS (Current)

Description: The maintenance section operates and maintains the DES owned dams, and as of June 2001 maintains the NH F&G dams

Start/End Dates: 10/01/1999 thru PAs: 03 08 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Maintenance of NH Fish & Game owned dams (Current)

Description: Through a memorandum of agreement with NH Fish & Game in 07/2001 the dam maintenance section now maintains the 104 dams

Start/End Dates: 07/01/2001 thru Lead Person: MCGRATH, NANCY

Deliverable: Maintain the NH Fish & Game dams

Description: per agreement maintain the 104 NH F&G dams

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 104 Dams

Activity: Maintenance of State-Owned Dams (Current)

Description: To ensure the safety of dams in the state

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Completion of major repair projects each year

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 10 Projects

Deliverable: Dam Management Policy

Description: Develop a policy for state owned dams to incorporate instream and downstream flow needs and stakeholder and aquatic needs into operational procedures

Start/End Dates: 09/30/2003 thru 12/31/2004 Lead Person: GALLAGHER, JR., JAMES Qty/Unit: 1 Policies

Activity: Operation of DES-Owned Dams (Current)

Description: To operate the DES owned dams

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Operation & maintenance of all DES-owned dams

Description: Operation & maintenance of all 113 DES-owned dams including control of flows and water levels and maintenance of outlet works and spillways, and vegetation control on earthen embankments

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 100 Percent

Div/Bur: WATER DIVISION DAM

Program: PROPERTY MANAGEMENT (DAMS) (Current)

Description: The bureau manages properties at or around numerous dams in the state

Start/End Dates: 10/01/1999 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Hydropower Leases (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Execution and management of Hydropower Leases

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 12 Leases

Activity: Local Land Management Partnerships (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Identification & implementation of 2 joint stewardship opportunities per year

Description: Identification & implementation of 2 joint stewardship opportunities per year with local communities and interest groups to cooperatively manage DES-owned land

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 2 Partnerships

Activity: Lot Leases (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Lot Licenses

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 80 Licenses

Activity: Site Enhancement Projects (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Completion of site enhancement projects each year

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 5 Plans

Activity: Water User Contracts (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MCGRATH, NANCY

Deliverable: Execution and management of Water User Contracts

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCGRATH, NANCY Qty/Unit: 25 Water Users

Div/Bur: WATER DIVISION RESOURCE PROTECTION

Program: SITE SPECIFIC PROGRAM (Current)

Description: Permitting program for erosion and stormwater controls for projects which cause earth disturbance of greater than 100,000 sq. ft (50,000 within Protected Shoreland).

Start/End Dates: 10/01/1999 thru PAs: 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Compliance and Enforcement (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MAUCK, ADDISON

Deliverable: Enforcement activities

Description: Development sites where LODs, AOs, or AFs are issued

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAUCK, ADDISON Qty/Unit: 25 Actions

Deliverable: Pre-construction meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 100 Meetings

Deliverable: Site visits for compliance inspections

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 700 Site Visits

Activity: Outreach (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MAUCK, ADDISON

Deliverable: Outreach Efforts

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAUCK, ADDISON Qty/Unit: 30 Presentations

Activity: Permitting (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MAUCK, ADDISON

Deliverable: Applications reviewed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 350 Reviews

Deliverable: Amended permits issued

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 50 Amendments

Deliverable: Develop a database for tracking infiltration monitoring reports

Description: End date extended from 9/30/04

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: MAUCK, ADDISON Qty/Unit: 1 Databases

Deliverable: Permit applications requiring second review

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 100 Reviews

Deliverable: Permits issued

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 330 Permits Issued

Deliverable: Pre-application meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CLARK, AMY Qty/Unit: 75 Meetings

Activity: Rules Amendment (Current)

Description:

Div/Bur: WATER DIVISION RESOURCE PROTECTION

Program: SITE SPECIFIC PROGRAM (Current)

Activity: Rules Amendment (Current)

Form Rules Advisory Committee and develop draft rule amendments for JLCAR

Start/End Dates: 10/01/2002 thru Lead Person: MAUCK, ADDISON

Deliverable: Amendment of Rules

Description: Env-Ws 415. End date extended from 9/30/03.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: MAUCK, ADDISON Qty/Unit: 1 Rules

Div/Bur: WATER DIVISION SUBSURFACE SYSTEMS

Program: SUBSURFACE INDIVIDUAL SEWAGE DISPOSAL SYSTEM PROGRAM (Current)

Description:

Start/End Dates: 10/01/1999 thru PAUs: 03 04 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Construction Inspection: Septic Systems (Current)

Description: Quarterly

Start/End Dates: 10/01/1999 thru Lead Person: EVANS, WILLIAM

Deliverable: Complete inspections within statutory time frame

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 100 Percent

Deliverable: Septic Systems inspected to ensure compliance with the approved plans

Description: Includes reinspections

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 10250 Inspections

Activity: Design Review: Septic Systems & Subdivisions (Current)

Description: Monthly and Quarterly

Start/End Dates: 10/01/1999 thru Lead Person: EVANS, WILLIAM

Deliverable: Permit applications reviewed for septic systems

Description: Monthly

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: WECHSLER, AARON Qty/Unit: 9800 Applications, Permit

Deliverable: Permit applications reviewed for subdivisions

Description: Includes total of lots/units
Monthly

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: WECHSLER, AARON Qty/Unit: 9000 Applications, Permit

Deliverable: Review permits within statutory time frame

Description: Quarterly

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 100 Percent

Activity: Enforcement Actions: Septic Systems & Subdivisions (Current)

Description: Quarterly

Start/End Dates: 10/01/1999 thru Lead Person: EVANS, WILLIAM

Deliverable: Responses to Violations of regulations and laws

Description: Includes Letters of Deficiency, Administrative Orders, Administrative Fines, complaints; DoJ referrals

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 725 Enforcement Actions

Activity: Licensing of Designers and Installers (Current)

Description: Quarterly

Start/End Dates: 10/01/1999 thru Lead Person: EVANS, WILLIAM

Deliverable: New permits for designers issued

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 38 Permits Issued

Deliverable: New permits for installers issued

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 200 Permits Issued

Deliverable: Renewed permits for designers issued

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 900 Permits Issued

Div/Bur: WATER DIVISION SUBSURFACE SYSTEMS

Program: SUBSURFACE INDIVIDUAL SEWAGE DISPOSAL SYSTEM PROGRAM (Current)

Activity: Licensing of Designers and Installers (Current)

Deliverable: Renewed permits for installers issued

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 2300 Permits Issued

Activity: Outreach (Current)

Description: Quarterly

Start/End Dates: 10/01/1999 thru Lead Person: EVANS, WILLIAM

Deliverable: Training Presentations

Description: Includes soil seminars, municipal training, and others

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: EVANS, WILLIAM Qty/Unit: 18 Seminars

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: CONSTRUCTION MANAGEMENT PROGRAM (Current)

Description: The Construction Management Program's main responsibility is to inspect ongoing SRF and State Aid Grant construction projects to ensure that they are completed in accordance with the approved plans and specifications. This program is also responsible for inspecting solid waste landfill closure projects that are funded through the SRF Program.

Start/End Dates: 10/01/1999 thru PAUs: 03 06 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Inspections (Current)

Description: Conducting field inspection of all funded projects during and upon completion of construction

Start/End Dates: 10/01/1999 thru Lead Person: VAIL, FRANZ

Deliverable: Conduct inspections of funded prjts during & upon completion of construction

Description: Conduct interim and final inspections

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VAIL, FRANZ Qty/Unit: 18 Inspections

Activity: Technical Assistance and Outreach (Current)

Description: Providing construction engineering advice to all applicable parties

Start/End Dates: 10/01/1999 thru Lead Person: VAIL, FRANZ

Deliverable: On-site construction engineering advice to state and federally funded facilities

Description: Visit all the state and federally-funded construction sites and provide technical assistance as needed

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VAIL, FRANZ Qty/Unit: 450 Meetings

Activity: Technical Work Products-Bidability/Constructability reviews (Current)

Description: Perform bidability/constructability reviews on all funded projects

Start/End Dates: 10/01/1999 thru Lead Person: VAIL, FRANZ

Deliverable: Perform bidability/constructability reviews

Description: Perform bidability/constructability review of plans and specifications for all funded projects

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VAIL, FRANZ Qty/Unit: 15 Reviews

Activity: Technical Work Products-Change Orders (Current)

Description: Process all construction change orders

Start/End Dates: 10/01/1999 thru Lead Person: VAIL, FRANZ

Deliverable: Process all change orders

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VAIL, FRANZ Qty/Unit: 110 Change Orders

Activity: Technical Work Products-meetings and bid openings (Current)

Description: Attend pre-construction, pre-bid, construction meetings, and bid openings;

Start/End Dates: 10/01/1999 thru Lead Person: VAIL, FRANZ

Deliverable: Attend pre-construction and pre-bid openings meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: VAIL, FRANZ Qty/Unit: 75 Meetings

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: DESIGN REVIEW PROGRAM (Current)

Description: This program has the responsibility of reviewing plans and specifications for all public and private wastewater collection systems and domestic sewage treatment systems. It also reviews and issues permits for major new users of municipal treatment plants, assists small communities with wastewater treatment needs and prepares environmental assessments for projects that are funded by the SRF.

Start/End Dates: 10/01/1999 thru PAUs: 03 06 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Permits/Approvals (Current)

Description: Review and approve plans and specifications for wastewater projects;

Start/End Dates: 10/01/1999 thru Lead Person: ROBERTS, STEPHEN

Deliverable: Process all requests for a discharge permit

Description: Process all requests for a wastewater discharge into a municipal sewer system

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ROBERTS, STEPHEN Qty/Unit: 125 Approvals

Deliverable: Review and approve all engineering contracts for funded projects

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BUSH, JOHN Qty/Unit: 250 Contracts

Deliverable: Review and comment on all projects

Description: Includes plans/specifications, sewer connection requests and reports

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ROBERTS, STEPHEN Qty/Unit: 300 Projects

Deliverable: Review and grant approvals for engineer prequalifications

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BUSH, JOHN Qty/Unit: 55 Approvals

Activity: Technical Assistance and Outreach (Current)

Description: Review Sewer Use Ordinances, User Charge Systems, and Intermunicipal Agreements used to ensure legal authority for operating and maintaining POTWs

Start/End Dates: 10/01/1999 thru Lead Person: FOSTER, BRADFORD

Deliverable: Assist municipalities in development / management of sewer use ordinances

Description: Assist municipalities in development and/or management of sewer use ordinances, user charge systems and intermunicipal agreements

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSTER, BRADFORD Qty/Unit: 3 Documents

Activity: Technical Work Products-Annual sewer rate surveys (Current)

Description: Prepare and mail out annual 106 sewer rate surveys to municipalities

Start/End Dates: 10/01/1999 thru Lead Person: FOSTER, BRADFORD

Deliverable: Compute and publish results of sewer rate survey

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSTER, BRADFORD Qty/Unit: 1 Reports, Final

Deliverable: Mail sewer rate surveys

Description: Mail to all municipalities with POTWs each year

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSTER, BRADFORD Qty/Unit: 106 Mailings

Activity: Technical Work Products-Authorization to bid (Current)

Description: Provide authorization to bid for all funded projects

Start/End Dates: 10/10/1999 thru Lead Person: ROBERTS, STEPHEN

Deliverable: Provide authorization to bid for all funded projects

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ROBERTS, STEPHEN Qty/Unit: 35 Letters

Activity: Technical Work Products-Environmental Assessments (Current)

Description: Prepare Environmental Assessments for all SRF loans

Start/End Dates: 10/01/1999 thru Lead Person: FOSTER, BRADFORD

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: DESIGN REVIEW PROGRAM (Current)

Activity: Technical Work Products-Environmental Assessments (Current)

Deliverable: Prepare Environmental Assessments for all SRF Loans

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSTER, BRADFORD Qty/Unit: 20 Assessments

Activity: Technical Work Products-Requests for funding eligibility (Current)

Description: Process requests for funding eligibility;

Start/End Dates: 10/01/1999 thru Lead Person: ROBERTS, STEPHEN

Deliverable: Process all requests for funding eligibility

Description:

Start/End Dates: 10/01/2002 thru 09/30/2203 Lead Person: ROBERTS, STEPHEN Qty/Unit: 40 Requests

Deliverable: Process all requests for funding eligibility

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ROBERTS, STEPHEN Qty/Unit: 35 Requests

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: INDUSTRIAL PRETREATMENT PROGRAM (Current)

Description: This Program is responsible for preventing the discharge of any industrial wastewater into a municipal sewer system which would impact the successful operation of the wastewater treatment facility, create a health problem to personnel involved in the collection and treatment of the wastewater, adversely impact the sludge generated from the treatment process, and cause the treatment facility to violate its state/federal permit. To accomplish this goal, all industries which are proposing to discharge to a municipal wastewater treatment facility are required to get an indirect discharge permit from the municipality. These permits must be reviewed and approved before the municipality can issue the permit. The Program works closely with the municipality to ensure that they have the authority to issue appropriate permits to the industry.

Start/End Dates: 10/01/1999 thru PAUs: 03 06 05 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Inspections (Current)

Description: Assist EPA with Pretreatment Audit Inspections and Pretreatment Compliance Inspections; Conduct Pretreatment compliance Inspections

Start/End Dates: 10/01/1999 thru Lead Person: CARLSON, JR., GEORGE

Deliverable: Assist EPA with Pretreatment Audit Inspections

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 2 Inspections

Deliverable: Conduct PCIs at POTWs without EPA approved Pretreatment program

Description: Conduct Pretreatment Compliance Inspections at POTWs without an EPA approved pretreatment program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 10 Inspections

Deliverable: Conduct PCIs on POTWs with an EPA approved program

Description: Conduct 2 Pretreatment Compliance Inspections on POTWs with an EPA approved pretreatment program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 2 Inspections

Deliverable: Conduct inspections of industrial pretreatment facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 5 Inspections

Activity: Permits/Approvals (Current)

Description: Process all Industrial Discharge Permit Applications

Start/End Dates: 10/01/1999 thru Lead Person: CARLSON, JR., GEORGE

Deliverable: Process all Industrial Discharge Permit Requests

Description: Process all Industrial Discharge Permit applications

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 15 Applications, Permit

Activity: Technical Assistance (Current)

Description: Respond to questions concerning the State and Federal Pretreatment Programs

Start/End Dates: 10/01/1999 thru Lead Person: CARLSON, JR., GEORGE

Deliverable: Process Tax Exemptions

Description: Review plans to determine the amount of monies industry spend on pollution abatement projects

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 3 Plans

Deliverable: Respond to all questions concerning pretreatment

Description: Number of hours spent responding to municipalities and the public concerning the State and federal Pretreatment Programs

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 500 Hours

Deliverable: Review and comment on pretreatment sections of municipal Sewer Use Ord.

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, JR., GEORGE Qty/Unit: 3 Ordinances

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: NPDES COMPLIANCE PROGRAM (Current)

Description: The NPDES Compliance Program is responsible for ensuring that all facilities which discharge to a surface water are operated and maintained in such a way as to comply with their permit limits and not cause a violation of the State's Surface Water Quality Regulations.

Start/End Dates: 10/01/1999 thru PAUs: 03 06 05 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: NPDES Inspections (Current)

Description: Perform compliance inspections on all NPDES wastewater treatment facilities

Start/End Dates: 07/01/2001 thru Lead Person: Vacant

Deliverable: Perform compliance inspections on wastewater treatment facilities

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: Vacant Qty/Unit: 76 Inspections

Activity: Complaint Investigation (Current)

Description: Investigate all complaints relating to "point" sources discharging into the state's surface waters

Start/End Dates: 10/01/1999 thru Lead Person: SPANOS, STERGIOS

Deliverable: Investigate all "point" source related-complaints

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPANOS, STERGIOS Qty/Unit: 30 Complaints

Activity: DMR Training Classes (Current)

Description: Conduct DMR training classes for operators at POTWs

Start/End Dates: 07/01/2004 thru Lead Person: Vacant

Deliverable: DMR Training Classes

Description: Conduct DMR training classes for operators at POTWs who are responsible for filling out the DMRs.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: Vacant Qty/Unit: 10 Classes

Activity: Data Management (Current)

Description: Complete the permit and compliance tracking system and ensure that the database is continuously updated

Start/End Dates: 10/01/1999 thru Lead Person: SPANOS, STERGIOS

Deliverable: Update the operational database

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: SPANOS, STERGIOS Qty/Unit: 1 Databases

Activity: Enforcement (Current)

Description: Develop an Enforcement Policy; Develop a priority list of facilities needing enforcement; Take appropriate enforcement action on all applicable facilities;

Start/End Dates: 10/01/1999 thru Lead Person: SPANOS, STERGIOS

Deliverable: Take appropriate enforcement action on all "point" source dischargers

Description: Take appropriate enforcement action on all "point" source dischargers in non-compliance with applicable state and federal regulations (LODs, AOs, AFS, ...)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPANOS, STERGIOS Qty/Unit: 25 Enforcement Actions

Activity: Laboratory Bench Sheet Reviews (Current)

Description: Conduct laboratory bench sheet reviews for POTWs during SFY 2005

Start/End Dates: 07/01/2004 thru Lead Person: Vacant

Deliverable: Laboratory Bench Sheet reviews

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: Vacant Qty/Unit: 20 Reviews

Activity: Technical Assistance and Outreach (Current)

Description: Provide technical assistance to all dischargers on questions concerning their federal and state discharge permit

Start/End Dates: 10/01/1999 thru Lead Person: SPANOS, STERGIOS

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: NPDES COMPLIANCE PROGRAM (Current)

Activity: Technical Assistance and Outreach (Current)

Deliverable: Number of hours spent on providing technical assistance

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPANOS, STERGIOS Qty/Unit: 100 Hours

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: NPDES PERMIT PROGRAM (Current)

Description: As the State has not been delegated the federal permit program, called the National Pollutant Discharge Elimination System (NPDES), EPA is responsible for developing and issuing NPDES permits for any facility which discharges pollutants to a surface water. However, before EPA can issue the permit, the state has to certify that this permit does not violate any state rule or regulation. To accomplish this, staff review the federally drafted permit, and work closely with EPA to make any necessary changes to the permit before it is issued. Once this permit is issued, it is adopted as a state permit.

Start/End Dates: 10/01/1999 thru PAUs: 03 06 05 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Financial Management (Current)

Description: Develop a workplan and application for the 106 grant

Start/End Dates: 10/01/1999 thru Lead Person: BERLANDI, GEORGE

Activity: Permits/Approvals (Current)

Description: Process EPAs requests for certification; Assist EPA in the development of a General Permit for POTWS; develop procedure to identify all point sources in the state

Start/End Dates: 10/01/1999 thru Lead Person: BERLANDI, GEORGE

Deliverable: Draft NPDES permits

Description: DES will draft 8 NPDES permits for EPA and send them to EPA for them to review and approve and ultimately issue in calendar year 2005.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: BERLANDI, GEORGE Qty/Unit: 8 Permits Issued

Deliverable: Draft 8 NPDES permits

Description: DES will draft 8 NPDES permits for EPA and send them to EPA for them to review and approve and ultimately issue in calendar year 2004. the 8 permits are C.H. Sprague, International Paper, N.E. Electric Transmission, Osram Sylvania, Rockingham County, Tillotson Health Care, Wakefield Materials, and Tyco integrated Cable systems.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: BERLANDI, GEORGE Qty/Unit: 8 Permits Issued

Deliverable: Point Source inventory

Description: By January 2006 develop a procedure to identify and catalog all point sources in the state

Start/End Dates: 10/01/2003 thru 01/31/2006 Lead Person: BERLANDI, GEORGE Qty/Unit: 1 Procedures

Deliverable: Process EPAs requests for Certification

Description: Process all of EPAsrequest for state certification of all NPDES permits

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: BERLANDI, GEORGE Qty/Unit: 25 Certifications

Activity: Technical Assistance and Outreach (Current)

Description: Respond to all questions concerning NPDES issues, such as stormwater, modeling, ...

Start/End Dates: 10/01/1999 thru Lead Person: ANDREWS, JEFFREY

Deliverable: Assist EPA with conferences and meetings

Description: Assist EPA with conferences and meetings relative to stormwater

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ANDREWS, JEFFREY Qty/Unit: 2 Workshops

Deliverable: Provide technical assistance

Description: Number of hours spent on providing technical assistance for questions concerning the NPDES program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ANDREWS, JEFFREY Qty/Unit: 750 Hours

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: OPERATIONS PROGRAM (Current)

Description: The Operations Program is responsible for the training and certification of the over 480 wastewater treatment plant operators in the state. The program has a comprehensive Wastewater Operator Training Program, offering 30-35 classes each year, most of which are held at the training center located on the grounds of the State-run Winnepesaukee River Basin water pollution control facility in Franklin. In addition, this Program gets involved with keeping an eye on the 100 plus publicly owned wastewater systems in the state, and when requested, offer troubleshooting and problem solving assistance. The principal aim of this program is to prevent wastewater treatment systems from going out of compliance by becoming aware of problems early and assisting the operator in solving them. In this way, we can keep formal enforcement to a minimum.

Start/End Dates: 10/01/1999 thru PAs: 03 06 04 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Financial Management (Current)

Description: Prepare the 104(g)1 grant

Start/End Dates: 10/01/1999 thru Lead Person: NEILL, GEORGE

Deliverable: Prepare the 104 g(1) grant application

Description: Prepare the 104 g(1) grant application and workplan and submit it to EPA for their review and approval

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 1 Applications, Grants

Activity: Inspections (Current)

Description: Perform reconnaissance inspections at POTWS

Start/End Dates: 10/01/1999 thru Lead Person: NEILL, GEORGE

Deliverable: Perform reconnaissance inspections at all POTW

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 250 Inspections

Activity: Technical Assistance and Outreach (Current)

Description: Provide on-site technical assistance to POTWS; provide public education seminars; Resopnd to requests for technical assistance from municipalities;

Start/End Dates: 10/01/1999 thru Lead Person: NEILL, GEORGE

Deliverable: Perform operations management evaluations at POTWS

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 12 Evaluations

Deliverable: Public education/outreach endeavors

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 5 Seminars

Deliverable: Review O&M manuals, engineering reports, and other O&M related reports

Description: Respond to all requests for technical assistance from municipalities for reviewing O&M reports, engineering reports and other correspondence concerning the operation and maintenance of POTWS

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 2200 Hours

Activity: Training and Certification (Current)

Description: Conduct certification exams; Process requests for certification renewal; Conduct or sponsor wastewater-related courses

Start/End Dates: 10/01/1999 thru Lead Person: NEILL, GEORGE

Deliverable: Conduct 2 certification exams

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 2 Exams

Deliverable: Conduct wastewater operator training courses

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 25 Courses

Deliverable: Process all applications for operator certification/recertification

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILL, GEORGE Qty/Unit: 270 Applications, Certification

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: RESIDUALS MANAGEMENT PROGRAM (Current)

Description: The Residuals Management Program is responsible for the management of the residuals of the wastewater treatment process and for the material removed from home septic tanks. The Program regulates the processing, transportation, and disposal/reuse of sludge and biosolids to ensure this material is utilized or disposed in an environmentally sound manner. Whenever possible, recycling through the regulated beneficial use of biosolids for land application, or composting for nutrient value and soil conditioning, is promoted.

Start/End Dates: 10/01/1999 thru PAUs: 03 06 06 **Funding:** State General State Fees Federal EPA Federal Other Grants

Activity: Enforcement (Current)

Description: Take appropriate enforcement action on all sludge and septage sites and facilities and all sludge and septage haulers in non-compliance with all applicable federal and State rules and regulations pertaining to sludge or septage

Start/End Dates: 10/01/1999 thru **Lead Person:** HANNON, PATRICIA

Deliverable: Take appropriate enforcement action

Description: Take appropriate enforcement action on all sludge and septage sites and facilities, and all sludge and septage haulers in non-compliance with all applicable federal and State rules and regulations pertaining to sludge or septage

Start/End Dates: 10/01/2004 thru 09/30/2005 **Lead Person:** HANNON, PATRICIA **Qty/Unit:** 3 **Enforcement Actions**

Activity: Complaint Investigation (Current)

Description: Investigate all sludge or septage related complaints

Start/End Dates: 10/01/1999 thru **Lead Person:** HANNON, PATRICIA

Deliverable: Investigate all sludge or septage related complaints

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 **Lead Person:** HANNON, PATRICIA **Qty/Unit:** 13 **Complaints**

Activity: Data Management (Current)

Description: Complete Access Database; Review and track themanagement of all sludge and septage activities in the State

Start/End Dates: 10/01/1999 thru **Lead Person:** HANNON, PATRICIA

Deliverable: Review and track management of sludge and septage

Description: Review all annual notifications, soil testing, and annual reports for septage and sludge facilities for septage and sludge sites and facilities and update the septage and sludge database accordingly

Start/End Dates: 10/01/2004 thru 09/30/2005 **Lead Person:** HANNON, PATRICIA **Qty/Unit:** 73 **Reviews**

Activity: Inspections (Current)

Description: Conduct inspections on sludge and septage sites and facilities; Conduct inspections on sludge and septage hauling vehicles

Start/End Dates: 10/01/1999 thru **Lead Person:** HANNON, PATRICIA

Deliverable: Inspect Septage and sludge facilities, land application sites and hauling vehicles

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 **Lead Person:** HANNON, PATRICIA **Qty/Unit:** 21 **Inspections**

Activity: Legislation (Current)

Description: Testify on all sludge and septage-related bills

Start/End Dates: 10/01/1999 thru **Lead Person:** HANNON, PATRICIA

Deliverable: Testify on all proposed sludge and septage-related bills

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 **Lead Person:** HANNON, PATRICIA **Qty/Unit:** 2 **Letters**

Activity: Permits/Approvals (Current)

Description: Process applications for Sludge Quality Certifications, Septage or Sludge Hauler Permits, and requests for Septage or Sludge facility or site permit; Process requests for waivers; Process Holding Tank Registrations

Start/End Dates: 10/01/1999 thru **Lead Person:** RASTORGUYEFF, ALEXIS

Deliverable: Process all Sludge Quality Certification Applications

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 **Lead Person:** RAINNEY, MICHAEL **Qty/Unit:** 6 **Certifications**

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: RESIDUALS MANAGEMENT PROGRAM (Current)

Activity: Permits/Approvals (Current)

Deliverable: Process all Sludge and Septage Hauler Permits

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HANNON, PATRICIA Qty/Unit: 431 Permits Issued

Deliverable: Process all Waiver requests and Holding Tank Registrations

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HANNON, PATRICIA Qty/Unit: 5 Requests

Deliverable: Process all septage Site and Facility Permit applications

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RASTORGUYEFF, ALEXIS Qty/Unit: 5 Permits Issued

Deliverable: Process all sludge Site and Facility Permit applications

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RASTORGUYEFF, ALEXIS Qty/Unit: 3 Applications, Permit

Activity: Rulemaking (Current)

Description: Revise the Sludge Management Rules; Revise the Septage Management Rules.

Start/End Dates: 10/01/1999 thru Lead Person: HANNON, PATRICIA

Deliverable: Revise the Septage Rules(Chapter 1600)

Description: END DATE EXTENDED FROM 09/30/2003

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HANNON, PATRICIA Qty/Unit: 1 Rules

Deliverable: Revise the Sludge Management Rules(Chapter 800)

Description: END DATE EXTENDED FROM 09/30/2003

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HANNON, PATRICIA Qty/Unit: 1 Rules

Activity: Sampling (Current)

Description: Complete the Sludge Quality Sampling Program

Start/End Dates: 10/01/1999 thru Lead Person: HANNON, PATRICIA

Deliverable: Complete sludge quality certification sampling program

Description: Using \$210,000 authorized and report data to legislature. Contracts with Eastern Analytical and UNH

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HANNON, PATRICIA Qty/Unit: 1 Reports, Final

Activity: Technical Assistance and Outreach (Current)

Description: Respond to all requests for technical assistance relating to questions concerning sludge or septage; review and process pre-applications for HB 207 monies

Start/End Dates: 10/01/1999 thru Lead Person: HANNON, PATRICIA

Deliverable: Respond to tech assist requests on septage and sludge-related questions

Description: Number of hours spent responding to communities and the public on the beneficial use and disposal of sludge and septage

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: HANNON, PATRICIA Qty/Unit: 630 Hours

Deliverable: Review and process pre-applications for HB207 monies

Description: Review and process the number of pre-applications for HB207 monies to determine the annual increase of septage disposal capacity

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WAY, CHRISTOPHER Qty/Unit: 10 Applications, Grants

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: STATE AID GRANT PROGRAM (Current)

Description: The State Aid Grant Program administers the state aid grant and bond guarantee programs for the construction of municipal wastewater treatment facilities.

Start/End Dates: 10/01/1999 thru PAs: 03 06 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Permits/Approvals (Current)

Description: Process requests for state aid grants or bond guarantees

Start/End Dates: 10/01/1999 thru Lead Person: SNELL, STEPHEN

Deliverable: Process requests for state aid grants or bond guarantees

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SNELL, STEPHEN Qty/Unit: 20 Applications, Grants

Activity: Technical Work Products-Priority List (Current)

Description: Develop a priority list for state aid grants

Start/End Dates: 10/01/1999 thru Lead Person: SNELL, STEPHEN

Deliverable: Develop a priority list for State Aid Grants

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SNELL, STEPHEN Qty/Unit: 1 Lists

Activity: Technical Work Products-grant payments (Current)

Description: Process State Aid grant payments

Start/End Dates: 10/01/1999 thru Lead Person: SNELL, STEPHEN

Deliverable: Process all State Aid Grant payments

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SNELL, STEPHEN Qty/Unit: 180 Payments

Activity: Technical Work Products-letters of authorization (Current)

Description: Process letters authorizing the award of construction contracts

Start/End Dates: 10/01/1999 thru Lead Person: SNELL, STEPHEN

Deliverable: Process letters authorizing the award of construction

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SNELL, STEPHEN Qty/Unit: 15 Awards

Div/Bur: WATER DIVISION WASTEWATER ENGINEERING

Program: STATE REVOLVING FUND LOAN PROGRAM (Current)

Description: The State Revolving Fund(SRF) administers the loan funds for the construction of municipal wastewater treatment facilities and municipal landfill closure projects

Start/End Dates: 10/01/1999 thru PAs: 03 06 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Technical Work Products-Annual Report (Current)

Description: Develop an annual report for the SRF Program detailing how much and to whom the monies were obligated

Start/End Dates: 10/01/1999 thru Lead Person: RICH, GRETCHEN

Deliverable: Develop an annual report for the SFR Program

Description: Develop an annual report for the SRF Program detailing how much and to whom the monies were obligated

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RICH, GRETCHEN Qty/Unit: 1 Reports, Final

Activity: Technical Work Products-Intended Use Plan (Current)

Description: Develop an Intended Use Plan detailing how DES proposes to allocate the SRF funds

Start/End Dates: 10/01/1999 thru Lead Person: RICH, GRETCHEN

Deliverable: Develop an Intended Use Plan for the SRF Program

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RICH, GRETCHEN Qty/Unit: 1 Plans

Activity: Technical Work Products-Loan Agreements (Current)

Description: Process original and supplemental loan agreements for the SRF Program

Start/End Dates: 10/01/1999 thru Lead Person: RICH, GRETCHEN

Deliverable: Process all loan agreements for the SRF Program

Description: Process original and supplemental loan agreements for the SRF Program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RICH, GRETCHEN Qty/Unit: 10 Agreements

Activity: Technical Work Products-Loan Disbursements (Current)

Description: Process all loan disbursements relating to the SRF Program

Start/End Dates: 10/01/1999 thru Lead Person: RICH, GRETCHEN

Deliverable: Process all loan disbursements

Description: Process all loan disbursements relating to the SRF Program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RICH, GRETCHEN Qty/Unit: 100 Disbursements

Activity: Technical Work Products-SRF Applications (Current)

Description: Process all requests for SRF Funds

Start/End Dates: 10/01/1999 thru Lead Person: RICH, GRETCHEN

Deliverable: Process SRF Applications

Description: Process all requests for SRF funds

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RICH, GRETCHEN Qty/Unit: 8 Applications, Loans

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: DRINKING WATER SOURCE PROTECTION (Current)

Description: This program includes source water protection, groundwater protection, groundwater discharge permitting and underground injection control. Also included are Project WET and ECO Net activities.

Start/End Dates: 10/01/1999 thru PAs: 03 01 05 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Drinking Water Source and Groundwater Protection (Current)

Description:

Start/End Dates: 01/01/1988 thru Lead Person: KERNEN, BRANDON

Deliverable: Number of outreach event			
Description: Other than WET - This includes certified operator training including security and management of PCSs (individual training under another deliverable).			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 25	Events
Deliverable: Outreach to WMD relative to locking wells and decommissioning			
Description: Train/remind WMD Project managers and run article in the Source			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 2	Efforts
Deliverable: Percent of HHW events held where water systems were notified			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 100	Events
Deliverable: Percentage of CWS with Waivers/minimized risk/substantial implementation			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 43	Percent
Deliverable: Percentage of Large System Sanitary Surveys Coordinated			
Description: Provide input to Sanitary Surveyors prior to surveys and perform follow-up as necessary			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 100	Percent
Deliverable: Percentage of NT Delineations completed and in GIS Coverage			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 98	Percent
Deliverable: Percentage of waiver education completed			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 100	Percent
Deliverable: Provide SWP grants			
Description: Includes grants to promote source security			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 8	Grants
Deliverable: Revise and adopt comprehensive rules for 10 surface water sources of drinking water			
Description: END DATE EXTENDED FROM 9/30/04			
Start/End Dates: 10/01/2002 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 10	Rules

Activity: Groundwater Discharge Permitting/Underground Injection Control (UIC) (Current)

Description:

Start/End Dates: 01/01/1981 thru Lead Person: KERNEN, BRANDON

Deliverable: Close, register or permit all groundwater discharges including UIC wells			
Description:			
Start/End Dates: 10/01/2004 thru 09/30/2005	Lead Person: KERNEN, BRANDON	Qty/Unit: 100	Permits Reviewed
Deliverable: Develop Final Draft of Water Reuse Guidance Document			
Description:			
Start/End Dates: 11/01/2003 thru 02/01/2005	Lead Person: Vacant	Qty/Unit: 1	Documents

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: DRINKING WATER SOURCE PROTECTION (Current)

Activity: Groundwater Discharge Permitting/Underground Injection Control (UIC) (Current)

Deliverable: Train local inspectors to perform BMP/UIC inspections in SWP areas

Description: This is the PCS management training for certified operators.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KERNEN, BRANDON Qty/Unit: 10 Inspectors

Activity: Groundwater Withdrawal (Current)

Description: Includes permitting under Env-Ws 378,379,389,387 and 388

Start/End Dates: 01/01/1991 thru Lead Person: KERNEN, BRANDON

Deliverable: New Small Community Well Sitings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KERNEN, BRANDON Qty/Unit: 20 Permits Reviewed

Deliverable: Bottled Water Source Siting

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KERNEN, BRANDON Qty/Unit: 3 Permits Reviewed

Deliverable: Large groundwater withdrawal permitting

Description: May include large community well, bottled water, or Industrial/commercial

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KERNEN, BRANDON Qty/Unit: 5 Permits Reviewed

Deliverable: New large Community Well Sitings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: KERNEN, BRANDON Qty/Unit: 5 Permits Reviewed

Activity: In-House Water Conservation Enhancements (Current)

Description:

Start/End Dates: 05/01/2003 thru Lead Person: Vacant

Deliverable: Bathroom Retrofits

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Activities

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: PUBLIC WATER SUPPLY SUPERVISION (SDWA) (Current)

Description: Pertains to Federal Safe Drinking Water Act (SDWA)

Start/End Dates: 10/01/1999 thru PAs: 03 01 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Capacity Assurance Program (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: THAYER, RICHARD

Deliverable: Capacity Report

Description: Capacity Developmentation Strategy Implementation Report and New System Capacity Report due 09/30/2005

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: THAYER, RICHARD Qty/Unit: 1 Report Assessments

Deliverable: Contact Water Systems that need assistance under Capacity Program

Description: Contact Water Systems that could use assistance to meet existing rule requirements and also improve their daily operation.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: THAYER, RICHARD Qty/Unit: 35 Contacts

Activity: Consumer Confidence Reports (Current)

Description:

Start/End Dates: 03/01/1999 thru Lead Person: THAYER, RICHARD

Deliverable: Process and monitor CCR checklists

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: THAYER, RICHARD Qty/Unit: 684 Checklists

Deliverable: Process and monitor CCR reports

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: THAYER, RICHARD Qty/Unit: 684 Reports, Final

Activity: Data Management (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CULLEROT, LAURIE

Deliverable: 2004 Annual Compliance Report

Description: Report to feds and onto WSEB Web Page. Requires coordination with all PWSS programs.

Start/End Dates: 01/01/2005 thru 08/31/2005 Lead Person: Vacant Qty/Unit: 1 Reports, Final

Deliverable: Accredited Lab Database

Description:

Start/End Dates: 04/01/2003 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Databases

Deliverable: Complete required SDWIS inventory and contact transfers

Description: Quarterly reporting. Oct, Jan, April, July Grant Eligibility/with holding (by Nov 30)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: THOMPSON, LINDA Qty/Unit: 100 Percent

Deliverable: Implement SDWIS FEDREP

Description: Map reporting fields to FedRep XML schema. Report from NH Node to CDX Network Exchange Grant.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CULLEROT, LAURIE Qty/Unit: 3 Schemas

Deliverable: Lab Data Electronic Transfer

Description: Was an IRMU Deliverable under the network exchange.
 Fed Deliverables: 1. lessons learned and 2. IPT final mtg
 State Implementation: 1. EMD pilot, 2. PWS pilot, 3. Download tools, 4. Validation Processes, 5. WSEB processing, 6. TPA packets, 7. Online reporting forms and 8. Lab participation

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: CULLEROT, LAURIE Qty/Unit: 10 Tasks

Deliverable: Violation and Enforcement Reporting

Description: Fed Reporting

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 100 Percent

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: PUBLIC WATER SUPPLY SUPERVISION (SDWA) (Current)

Activity: Implement New Arsenic MCL (Current)

Description:

Start/End Dates: 10/01/2003 thru 09/30/2006 Lead Person: LUCEY, BERNARD

Deliverable: Conduct Arsenic Treatment Design Courses

Description: Provide courses and references to achieve timely compliance with the new arsenic MCL.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 2 Courses

Deliverable: Provide Assistance for EPA Demonstration Projects

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 3 Projects

Deliverable: Review Design Plans Arsenic Treatment

Description: Critique / approve treatment designs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 50 Designs

Activity: Implementation of New Radionuclide Rule (Current)

Description:

Start/End Dates: 10/01/2003 thru 12/07/2007 Lead Person: LUCEY, BERNARD

Deliverable: Conduct Design Seminars

Description: Implementing new uranium rule.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 2 Courses

Deliverable: Evaluate Grandfather Applications

Description: Process allow monitoring reduction for radionuclides for qualifying systems. END DATE EXTENDED FROM 09/30/04.

Start/End Dates: 10/01/2003 thru 12/31/2006 Lead Person: LUCEY, BERNARD Qty/Unit: 300 Applications

Deliverable: Review Treatment Applications

Description: Provide design critique and approval to achieve compliance with radionuclide rule.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 20 Design Reviews

Activity: Laboratory Accreditation (Current)

Description: NH ELAP accredits environmental laboratories to the NELAC Standards for WSEB purposes and laboratory needs.

Start/End Dates: 10/01/1999 thru Lead Person: HALL, GEORGE

Deliverable: Adopt rules to expand NH ELAP program to include RCRA Methods

Description: End date change from 6/03 to 6/04
End date changed from 6/04 to 6/05

Start/End Dates: 07/01/2001 thru 06/30/2005 Lead Person: HALL, GEORGE Qty/Unit: 1 rule

Deliverable: Conduct On-Site Assessments of laboratories

Description: Conduct inspection / assessments of laboratory's for which NH ELAP is the primary AA.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: HALL, GEORGE Qty/Unit: 23 Inspections

Deliverable: Primary Accrediting Authority for environmental laboratories

Description: This will include all NH based environmental laboratories wishing to submit compliance data to NH DES. There are also a few out-of-state laboratories that have requested NH ELAP to be their primary AA. These are labs in ME, VT, & MA.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: HALL, GEORGE Qty/Unit: 45 Accreditations

Deliverable: Secondary Accrediting Authority for environmental laboratories

Description: This is an estimate. The actual number will be dependent on the need or desire of laboratories outside of NH desiring NH ELAP accreditation as a secondary AA.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: HALL, GEORGE Qty/Unit: 54 Accreditations

Activity: Monitoring & Enforcement Program (Current)

Description: This section tracks water quality data & is responsible for all enforcement actions for the Bureau.

Start/End Dates: 10/01/1999 thru Lead Person: MAKOFSKY, SELINA

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: PUBLIC WATER SUPPLY SUPERVISION (SDWA) (Current)

Activity: Monitoring & Enforcement Program (Current)

Deliverable: Quarterly updates of enforcement actions for MCL violations & PWSS rule violations

Description: Conduct enforcement for monitoring, reporting and (Maximum Contaminant Limit) MCL violations. Also enforce all WSEB rules as requested. Quantity undetermined - dependent on WSEB Staff recommendations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 4 Updates

Deliverable: Quarterly updates of water quality monitoring data for PWS compliance

Description: Track compliance of SDWA monitoring submittals for Bacteria, Lead & Copper, and Chemical Monitoring. Includes updating database, running reports, establishing sampling schedules and recommending enforcement.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 4 Updates

Activity: Operator Certification (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MACKEY, HARRISON

Deliverable: Operator Certification Program Implementation Report to EPA

Description:

Start/End Dates: 01/01/2005 thru 07/01/2005 Lead Person: MACKEY, HARRISON Qty/Unit: 1 Reports, Final

Deliverable: Track courses for Drinking water operators

Description: Contract and track training courses for Water System operators

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: MACKEY, HARRISON Qty/Unit: 45 Courses

Deliverable: Track courses for Drinking water operators

Description: Contract and track training courses for Water System operators

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: MACKEY, HARRISON Qty/Unit: 45 Courses

Activity: Primacy (Current)

Description: Primacy is the formal designation of DES' drinking water program as the lead agency for US EPA's Safe Drinking Water Act (SDWA).

NOTE: Lead Person changed from S. Makofsky to B. Lucey effective 1/03

Start/End Dates: 10/01/1999 thru Lead Person: LUCEY, BERNARD

Deliverable: Obtain Primacy for IESWTR

Description: Interim Enhanced Surface Water Treatment Rule (Env-Ws 380) adopted 8/21/02

NOTE: Lead person changed from S. Makofsky to B. Lucey effective 1/03> END DAT EXTENDED FROM 09/30/04.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Approvals

Deliverable: Complete Primacy Package for Lead Copper and Public Notice

Description: END DATE EXTENDED FROM 09/30/04.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Approvals

Deliverable: Obtain Primacy for Constructed Conveyances

Description: Primacy package submitted to EPA on 5/21/01 - under EPA review and discussions w/ AGO as of 9/02

NOTE: Lead person changed from S. Makofsky to B. Lucey effective 1/03. END DATE EXTENDED FROM 09/30/04.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Approvals

Deliverable: Obtain Primacy for Long-Term 1 and Filter Backwash Recycling

Description: END DATE EXTENDED FROM 09/30/04.

Start/End Dates: 01/01/2003 thru 06/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Approvals

Deliverable: Obtain primacy for Arsenic

Description: Arsenic MCL change - State rule adopted 2/02

NOTE: Lead person changed from S. Makofsky to B. Lucey effective 1/03. END DATE EXTENDED FROM 09/30/04.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Approvals

Deliverable: Obtain primacy for Radionuclide Rule

Description: END DATE EXTENDED FROM 09/30/04.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Approvals

Activity: Public Outreach and Education (Current)

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: PUBLIC WATER SUPPLY SUPERVISION (SDWA) (Current)

Activity: Public Outreach and Education (Current)

Description: Update and track yearly CCR program and also produce News letters.

Start/End Dates: 10/01/1999 thru Lead Person: THAYER, RICHARD

Deliverable: Produce Bureau Newsletter

Description: Assist other staff in the production of newsletters

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: THAYER, RICHARD Qty/Unit: 1 Newsletters

Activity: Sanitary Surveys and Technical Assistance for Small Water Systems (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: GILL, JAMES

Deliverable: Conduct on-site investigations at small public water systems.

Description: Number varies each year. Estimated quantity is about 35 per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GILL, JAMES Qty/Unit: 35 Site Visits

Deliverable: Conduct sanitary surveys at small water supply systems.

Description: Conduct sanitary surveys at 33% of all small community and non-transient/non-community water systems; and at 20% of all transient non-community water systems each year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GILL, JAMES Qty/Unit: 555 Surveys

Deliverable: Provide technical assistance for small water systems.

Description: Number varies each year. Estimated quantity is about 40 per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GILL, JAMES Qty/Unit: 40 Site Visits

Activity: Sanitary surveys and technical assistance for large municipal-type water systems (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: MANN, ROBERT

Deliverable: Sanitary Surveys for large systems

Description: Complete sanitary surveys of large community water systems

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MANN, ROBERT Qty/Unit: 45 Surveys

Deliverable: Technical assistance

Description: Provide technical assistance to water suppliers to prevent contamination or treat contaminants, inspect ongoing construction, or provide operator assistance

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MANN, ROBERT Qty/Unit: 50 Site Visits

Activity: Water Supply State Revolving Loan Fund Program (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: SKARINKA, RICHARD

Deliverable: Annual Intended Use Plan

Description:

Start/End Dates: 01/01/2004 thru 12/01/2004 Lead Person: SKARINKA, RICHARD Qty/Unit: 1 Plans

Deliverable: Biennial Report

Description:

Start/End Dates: 08/01/2005 thru 09/30/2005 Lead Person: SKARINKA, RICHARD Qty/Unit: 1 Reports, Final

Deliverable: DWNIMS Data Base reporting

Description:

Start/End Dates: 08/01/2005 thru 08/31/2005 Lead Person: SKARINKA, RICHARD Qty/Unit: 1 Reporting Cycles

Deliverable: Provide DWSRF loans to public water supplies

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SKARINKA, RICHARD Qty/Unit: 10 Loans

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: WATER SUPPLY ENGINEERING BUREAU (Current)

Description: General Program Area.

Start/End Dates: 10/01/1999 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Emergency Management and Response (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: LUCEY, BERNARD

Deliverable: Evacuation Training Exercise: Seabrook and Vernon

Description: Annual training program by OEM required to relicense Seabrook and Vernon nuclear power plants. Two year cycle for each plant. Sessions may overlap multiple tracking years.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 3 Exercises

Activity: Policy Development (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: LUCEY, BERNARD

Deliverable: Develop Policy for POU/POE Compliance Option

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 1 Policies

Activity: Private Well Strategy (Current)

Description: Implement private well strategy

Start/End Dates: 11/01/2000 thru Lead Person: LUCEY, BERNARD

Deliverable: Answer Inquiries From Private Well Owners

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 600 Inquiries

Deliverable: Conduct Field Contamination Investigations

Description: Investigate instances of very high contamination in such areas as arsenic and radionuclides to identify the foot print of the extreme levels and insure public knowledge.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 2 Investigations

Deliverable: Educate Partners

Description: Provide courses for regional real estate professional groups, home inspectors, health officers.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LUCEY, BERNARD Qty/Unit: 8 Seminars

Activity: Rulemaking (Current)

Description: Rulemaking effort for the entire Bureau

NOTE: Lead Person changed from S. Makofsky to J. Hewitt effective 1/03

4/03 - lead person back to S. Makofsky

Start/End Dates: 10/01/1999 thru Lead Person: MAKOFSKY, SELINA

Deliverable: Adopt Laboratory Certification Rule

Description: Env-Ws 500 - Laboratory Certification - updates for NELAC requirements and Ws designation

Start/End Dates: 01/01/2004 thru 12/31/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules

Deliverable: Develop and adopt enhanced surface water treatment rule

Description: Includes filter back wash Env-Ws 380

NOTE: Lead person changed from S. Makofsky to J. Hewitt effective 1/03 - back to S. Makofsky 4/03

END DATE EXTENDED FROM 9/30/2003 and from 9/30/2004

Start/End Dates: 10/01/1999 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 rule

Deliverable: Develop and adopt miscellaneous WSEB rule changes

Description: Misc. amendments to cover statutory changes, quick fixes, overlooked items, etc.

END DATE EXTENDED FROM 9/30/2004

Start/End Dates: 08/01/2003 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: WATER SUPPLY ENGINEERING BUREAU (Current)

Activity: Rulemaking (Current)

<p>Deliverable: Develop and adopt miscellaneous rules</p> <p>Description: Miscellaneous modifications need to be made to satisfy EPA primacy issues/updates - CCR; PWS definitions; UCMR section; Arsenic proposed MCL of 0.010 (new zero in standard); etc. NOTE: Lead person changed from S. Makofsky to J. Hewitt effective 1/03 - back to S.Makofsky 4/03 DATE EXTENDED FROM 9/30/04</p> <p>Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Develop and adopt new federal D/DBP2 and LT2ESWTR</p> <p>Description: Federal Disinfectant/Disinfection By-Product stage 2 rule and Long Term 2 Enhanced Surface Water Treatment Rule - in Federal Register August 2003</p> <p>Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Drinking Water Quality Standards Rule</p> <p>Description: Env-Ws 310-319 Water Quality Standards -need readopting and updating due to pending sunseting in 6/05</p> <p>Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Backflow Prevention rules</p> <p>Description: Env-Ws 364 Backflow Prevention Rules - needs readopting and updating - will expire in 6/05</p> <p>Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Definitions and other Intro Rules to Env-Ws 300</p> <p>Description: Env-Ws 300-309 Definitions, recordkeeping, coatings & additives, sanitary survey, non-central treatment, etc. Need readopting and updating - will expire in 6/05 END DATE EXTENDED FROM 9/30/04</p> <p>Start/End Dates: 01/01/2004 thru 12/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Design Standards Rule</p> <p>Description: Env-Ws 372 through 377 need to be updated and readopted - expire 6/05 NOTE: Lead person changed from S. Makofsky to J. Hewitt effective 1/03- back to S. Makofsky 4/03 372-377 to be combined in one rulemaking effort - Design Standards for community (small and large) and non-community PWSs.</p> <p>Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Operation and Maintenance Responsibility Rules</p> <p>Description: Env-Ws 360-362 Operation and Maintenance Responsibility - needs readopting and updating - will expire in 6/05</p> <p>Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Public Water Supply Grant Rule</p> <p>Description: Env-Ws 393 Water Supply Grant rules - need to be updated to match statutory amendments</p> <p>Start/End Dates: 01/01/2004 thru 12/31/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Variance and Exemption Rules</p> <p>Description: Env-Ws 340-349, Variances, Exemptions, and BAT rules - need to be readopted and updated - will expire 6/4/05</p> <p>Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt Watershed Protection Rules</p> <p>Description: Env-Ws 386 Watershed rules - needs readopting and updating - will expire in 6/05 Paul Susca in lead</p> <p>Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>
<p>Deliverable: Modify and adopt groundwater AGQSS</p> <p>Description: Env-Ws 1500, Groundwater Discharge Permit & Registration Rules - update to match MCLs</p> <p>Start/End Dates: 04/01/2004 thru 09/30/2005 Lead Person: MAKOFSKY, SELINA Qty/Unit: 1 Rules</p>

Activity: Technical Reviews for New Small Water Systems and System Alterations for Small Water Systems (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: GILL, JAMES

Div/Bur: WATER DIVISION WATER SUPPLY ENGINEERING

Program: WATER SUPPLY ENGINEERING BUREAU (Current)

Activity: Technical Reviews for New Small Water Systems and System Alterations for Small Water Systems (Current)

Deliverable: Design reviews of modifications/alterations for existing small water systems.

Description: Review reports, plans and specifications, etc. of modifications/alterations for existing small water systems. Number varies each year. Estimated quantity is 65 per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GILL, JAMES Qty/Unit: 65 Design Reviews

Deliverable: Design reviews of new small water systems.

Description: Review reports, plans and specifications, etc. for new small water systems. Number varies each year. Estimated quantity is 55 per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: GILL, JAMES Qty/Unit: 55 Design Reviews

Activity: Technical reviews for New Systems and System Alterations for large municipal-type Water Systems (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: MANN, ROBERT

Deliverable: Review engineering plans for system modifications

Description: Review preliminary plans, eng reports, final plans & specific. for system modifications. Review engineering plans for system modification required to upgrade infrastructure or to address water quality standards

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MANN, ROBERT Qty/Unit: 100 Percent

Activity: Water Supply State Aid Grant Program for Surface Water Treatment Facilities (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: SKARINKA, RICHARD

Deliverable: Monthly paymenets for public water systems

Description:

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: SKARINKA, RICHARD Qty/Unit: 1750000 Dollars

Activity: Waterborne Disease Investigation (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: MANN, ROBERT

Deliverable: Respond to any disease outbreak or report of contamination

Description: Work with Dept of Health and human Services to track and investigate waterborne disease outbreaks

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MANN, ROBERT Qty/Unit: 100 Percent

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT**Program: 305(B) AND 303(D) REPORTS (Current)**

Description: Section 305(b) of the federal Clean Water Act (CWA) requires each state to submit a full report every two years (even numbered years) to the USEPA and the US Congress with updates submitted to EPA in odd numbered years. Section 303(d) of the CWA requires States to develop and submit lists of impaired waters to EPA for approval.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: A1: Gather data for 305(b)/303(d) SWQAs. (Current)

Description: This activity includes tasks associated with gathering data for 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 10/01/2003 thru Lead Person: EDWARDSON, KENNETH

Deliverable: A1-1: Prepare and issue DATA REQUEST for FY06 305(b)/303(d) SWQA

Description: Includes preparation of a guidance document explaining how data can be sent to DES for consideration in the preparation of 305(b)/303(d) Surface Water Quality Assessments (SWQAs), placing this document on the DES website, notification of stakeholders, and organizing responses.

Start/End Dates: 03/01/2005 thru 04/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Notifications

Deliverable: A1-2: Gather data from DES WMD for FY06 305(b)/303(d) SWQA

Description: Includes gathering data from the DES Waste Management Division (WMD) Groundwater Discharge Permit Files and Hazardous Waste Site files, as responsible parties for these sites are often required to collect surface water quality data which might be of use in 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 15 Files

Deliverable: A1-3: Gather data for Rivers/Streams for FY06 305(b)/303(d) SWQA

Description: Includes gathering and assembling river and stream data for use in 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Data Sets

Deliverable: A1-4: Gather data for Lakes and Ponds for FY04 305(b)/303(d) SWQA

Description: Includes gathering and assembling lake/pond data for use in 305(b)/303(d) Surface Water Quality Assessment (SWQA).

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Data Sets

Deliverable: A1-5: Gather data for tidal waters for 305(b)/303(d) SWQA

Description: Includes gathering and assembling data for tidal waters for use in 305(b)/303(d) Surface Water Quality Assessment (SWQA).

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Data Sets

Deliverable: A1-5a: Develop assessment units for tidal waters

Description: Develop new assessment units for the tidal waters that allow for shellfishing and other uses to be assessed more effectively.

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Assessment Methodology

Activity: A2: Update the CALM for 305(b)/303(d) SWQAs. (Current)

Description: The first Consolidated Assessment and Listing Methodology (CALM) was developed in FY02 for the October 1, 2002 submission. Although the CALM is quite descriptive, it is a document that should be periodically reviewed to keep it current with the latest in assessment methods and guidance. This activity includes deliverables designed to improve the CALM and 305(b)/303(d) Surface Water Quality Assessments (SWQAs) in the future.

Start/End Dates: 10/01/2002 thru Lead Person: EDWARDSON, KENNETH

Deliverable: A2-1: Update the CALM for the FY06 305(b)/303(d) SWQA

Description: Work includes soliciting comments on the latest version of the CALM, revising the CALM as necessary, redistributing the CALM for internal review, and finalizing the CALM for use in 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Updates

Activity: A3: Test latest ADB; develop reports (Current)

Description: EPA's first version of its ORACLE based Assessment Database (ADB) was issued in 2002. Updates are periodically issued with improvements. This activity includes work associated with loading new versions of the ADB on DES computers, training staff in its use, and testing it to see if it compatible with the website, maps, and reports created in 2002 and creating new ORACLE reports for 305b/303d reporting purposes if necessary.

Start/End Dates: 10/01/2003 thru Lead Person: EDWARDSON, KENNETH

Deliverable: A3-1: Train staff in newest version of ADB for FY04 305(b)/303(d) SWQA

Description: EPA recently released version 2 of the Assessment Database (ADB). This task includes loading the program on DES computers, and training staff in its use.

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Training Sessions

Deliverable: A3-2: Test new ADB to see if it will run reports developed in 2002

Description: Includes testing the new ADB to see if it will run reports were created in 2002.

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Tests

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: 305(B) AND 303(D) REPORTS (Current)

Activity: A3: Test latest ADB; develop reports (Current)

Deliverable: A3-3: Test new ADB to see if it is compatible with GIS/maps/website created in 2004.

Description: Includes testing the new ADB to see if it is compatible with the maps and website created in 2004

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Tests

Deliverable: A3-4: Prepare new ORACLE reports for 305b/303d report.

Description: Changes to the ADB sometimes require development of new ORACLE reports for inclusion in the 305b/303d report. These reports are created by our Data Management Section with assistance from OIT.

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 5 Reports, Final

Activity: A4: Develop tools to facilitate/automate 305(b)/303(d) SWQAs. (Current)

Description: This activity includes tasks that will help to automate, expedite and produce more complete 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 07/01/2003 thru Lead Person: EDWARDSON, KENNETH

Deliverable: A4-1: Spreadsheet to track basis of assessments for FY04 305(b)/303(d) SWQA.

Description: This task includes development of a spreadsheet to facilitate tracking and reporting of assessment decisions for the 305(b)/303(d) Surface Water Quality Assessments (SWQAs)

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Spreadsheets

Activity: A5: Update/maintain GIS/NHD coverage for 305(b)/303(d) SWQAs. (Current)

Description: This activity includes updating and maintaining GIS/ NHD coverage for 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 10/01/2003 thru Lead Person: EDWARDSON, KENNETH

Deliverable: A5-1: Update and maintain NHD Indexing of AUs for FY04 305(b)/303(d) SWQA

Description: Tasks include creation of new AUs and indexing to NHD as necessary for 305(b)/303(d) Surface Water Quality Assessment (SWQA).

Start/End Dates: 10/01/2004 thru 02/28/2006 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Updates

Activity: A6: Assess waters and update ADB for DRAFT 305(b)/303(d) SWQAs. (Current)

Description: This activity includes assessing surface waters, and inputting assessment results into the ADB for DRAFT 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start/End Dates: 10/01/2003 thru Lead Person: EDWARDSON, KENNETH

Deliverable: A6-1: Update lakes portion of ADB for FY06 DRAFT 305(b)/303(d) SWQA

Description: Compile and assess data for lakes for use support using available data and the CALM protocol and update the ADB for the 2006 305(b)/303(d) SWQA.

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Updates

Deliverable: A6-3: Update rivers portion of ADB for FY06 DRAFT 305(b)/303(d) SWQA

Description: Compile and assess data for rivers and streams for use support using available data and the CALM protocol and update the ADB for the 2006 305(b)/303(d) SWQA.

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Updates

Activity: A7: Address additional CWA 305(b) requirements. (Current)

Description: Section 305(b) of the Clean Water Act requires submittal of information in addition to that included in the ADB (i.e., economic/benefit analysis, wetlands status, etc.). This activity includes tasks to address these additional requirements

Start/End Dates: 10/01/2003 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Environmental Impact / Economic and Social Costs

Description:

Start/End Dates: 09/30/2005 thru 02/28/2006 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Reports, Final

Activity: A8: Issue DRAFT 305(b)/303(d) SWQA for EPA and public comment (Current)

Description: This activity includes tasks involved with issuing the DRAFT 305(b)/303(d) SWQA for EPA and public comment.

Start/End Dates: 11/01/2003 thru Lead Person: EDWARDSON, KENNETH

Activity: A9: Issue FINAL 305(b)/303(d) SWQA and Respond to Comments (Current)

Description: This activity includes responding to comments from EPA and the public, and all work associated with preparation of the final 305(b)/303(d) Surface Water Quality Assessment (SWQA).

Start/End Dates: 01/15/2004 thru Lead Person: EDWARDSON, KENNETH

Activity: ADB Supplemental Database (Current)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: 305(B) AND 303(D) REPORTS (Current)

Activity: ADB Supplemental Database (Current)

Description: End date extended from 08/01/2004, 12/31/2004. To make the ADB more useful and comprehensive in terms of documenting data used for assessments, additional tables and columns must be created and attached to the existing database.

Start/End Dates: 06/01/2003 thru Lead Person: SOULE, DEBORAH

Deliverable: Create additional tables, columns, queries and reports.

Description: END DATE EXTENDED FROM 02/28/2004, 08/30/2004, 12/31/2004. Create items as outlined in business plan.

Start/End Dates: 02/01/2004 thru 12/31/2005 Lead Person: Vacant Qty/Unit: 1 Data Management Systems

Deliverable: Develop business plan.

Description: END DATE EXTENDED FROM 09/30/2003, 02/01/2004, 08/31/2004. A business plan is needed to document tables and columns needed as well as how they will interact with the existing ADB. Also, query and report specifications will be detailed.

Start/End Dates: 06/02/2003 thru 08/31/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Business Plans

Activity: Annual updates of the Assessment Database (ADB) (Current)

Description: 2005 -Resources currently not available to do Annual Updates. STORET data is updated as new information becomes available. In accordance with EPA guidance, perform and submit annual updates of the ADB to EPA. This includes reassessing waters based on new data and inputting results into the ADB. Schedules assume that DES will have assistance from EPA's contractor, RTI to assist with inputting information into the ADB if needed.

Start/End Dates: 10/01/2003 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Annual Updates

Description: WQ data updated in STORET when available. Need additional resources to pursue this deliverable

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 0 Updates

Activity: Build and test procedures for the "Waterbody Catalog" concept. (Current)

Description: The "Waterbody Catalog" is intended to be a collection of defining attributes tied to the NHD that can queried out at any scale be it a single impoundment, the entire Merrimack River, or a whole watershed. In the initial tests DES will focus on attributes needed to make "Public Waters" determinations under the various RSA definitions of "Public Waters".

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH

Deliverable: Find and test query tools to create a list of "Public Waters".

Description: Find and test query tools to create a list of waters that fit the criteria for "Public Waters" under the applicable RSAs.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Tools

Deliverable: HUC8 indexed to the NHD with data layers that are applicable for determination of "Public Waters".

Description: HUC8 indexed to the NHD with data layers that are applicable for determination of "Public Waters" status. Likely layers are Dam Codes, Stream Order, Names, Aliases...

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 GIS Coverages

Activity: El: General 305(b)/303(d) meetings, conference calls, and inquiries (Current)

Description: This activity includes all time spent attending meetings, participating in conference calls, and responding to inquiries regarding general 305(b)/303(d) issues. Examples include attendance on the NEIWPC 305(b)/303(d) workgroups.

Start/End Dates: 10/01/2003 thru Lead Person: EDWARDSON, KENNETH

Deliverable: El-1: Meetings/conference calls regarding general 305(b)/303(d) SWQA issues

Description: This deliverable includes all meetings/conference calls concerning general 305(b)/303(d) SWQA issues. Examples include participation on NEIWPC 305(b)/303(d) workgroups. The output (meetings) includes meetings and conference calls. The number of meetings or conference calls is estimated and can vary significantly in any given year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 3 Meetings

Deliverable: El-2: Respond to inquiries regarding general 305(b)/303(d) SWQA issues

Description: This deliverable includes all time spent responding to general inquiries regarding 305(b)/303(d) Surface Water Quality Assessments. The total number of inquires is estimated and can vary significantly in any given year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 5 Inquiries

Activity: EPA/USGS Collaboration Pilot (Current)

Description: NH Participation in a joint EPA/USGS pilot project to collaborate on federal program elements that can contribute to state waterbody assessments. The National Water Quality Monitoring Council is the forum for the Pilot.

Start/End Dates: 08/01/2004 thru 12/31/2005 Lead Person: CURRIER, PAUL

Deliverable: Pilot Scope of Work

Description: Prepare scope of work for the pilot project, in consultation with USGS and EPA

Start/End Dates: 08/01/2004 thru 02/01/2005 Lead Person: CURRIER, PAUL Qty/Unit: 1 Scopes of Services

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: 305(B) AND 303(D) REPORTS (Current)

Activity: Grant Admin: 2050 : (106 grant) (Current)

Description: Includes general grant administration tasks such as financial management, WBE/MBE, quarterly reports, etc.

Start/End Dates: 10/01/2003 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Grant Admin: 2050: 106 grant

Description: Includes general grant administration tasks such as financial management, MBE/WBE, quarterly reports, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Grants

Activity: J1: Comprehensive Monitoring Strategy (Current)

Description: A comprehensive monitoring strategy is needed to implement the assessment methodology for all waterbodies, and will serve as a foundation for the annual sampling workplans by DES, volunteers, and other organizations. The strategy will implement our watershed approach. (Note this was tracked in FY02 as deliverable under the Activity "Prepare 2002 305(b0) Report (Current)". It was switched to an activity in FY03 because it is a major workproduct.

Start/End Dates: 07/01/2002 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: CMS-Final Comprehensive Monitoring Strategy (CMS)

Description: END DATE EXTENDED 9/30/04: Based on EPA's comments regarding the draft comprehensive monitoring strategy (CMS), prepare and submit a final CMS to EPA that addresses the 10 elements of a State monitoring and assessment program referenced in EPA guidance. Includes meetings, preparation of the final report, budget estimates, resource analyses, etc.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Reports, Final

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: 401 WATER QUALITY CERTIFICATION (Current)

Description: Section 401 of the Federal Clean Water Act requires states to certify that activities under federal permits will meet state water quality standards. Such activities include construction in wetlands or hydroelectric power generation that require a federal (FERC) license. The 401 WQC may include specific conditions outlining operational requirements intended to maintain surface water quality. This may include routine water quality monitoring and reporting.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 401 Certificate Web Page Revision/Update (Current)

Description: Review current web page to identify information needs/gaps, and update as necessary.

Start/End Dates: 10/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: Web Page

Description: Monthly updates of the DES 401 Certification web page.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 12 Updates

Activity: Administration of Issued 401 Water Quality Certifications (Current)

Description: Review the products prescribed in the conditions of any issued 401 Water Quality Certificates. These products include, but are not limited to environmental monitoring data and reports.

Start/End Dates: 10/01/2001 thru Lead Person: PISZCZEK, PAUL

Deliverable: Review Water Quality Data

Description: Project data are reviewed to determine compliance with the conditions of the 401 Water Quality Certificate and with state surface water quality standards. The WMB consults with the applicants regarding the need for additional monitoring and/or changes to project construction/operation. [Note: The number of reviews is contingent of the frequency of data submittals and number of projects with monitoring requirements.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 10 Reviews

Deliverable: Technical Assistance

Description: Provide technical assistance to applicants/permittees, including but not limited to (1) emergency non-compliance with the projects 401 Certificate conditions and (2) surface water quality monitoring plans required for the project.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 15 Assistancess Provided

Activity: Complete Administrative Tasks Relative to the 401 Program (Current)

Description: Tasks during FY03 include, but may not be limited to: conducting the rulemaking process to revise 401 Water Quality Certification Regulations, preparing a DES 401 review policy, and reviewing proposed changes to the FERC licensing process.

Start/End Dates: 10/01/2002 thru Lead Person: PISZCZEK, PAUL

Deliverable: Adopted Rules

Description: Adoption after two hearings with JLCAR

Start/End Dates: 10/01/2003 thru 03/31/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Regulations

Deliverable: Adopted Rules

Description: Adoption after two hearings with JLCAR

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Regulations

Deliverable: DES Guidance for Surface Water Withdrawals

Description: Develop and implement a guidance document for surface water withdrawals by applicants for 401 Certification or DES Wetlands Bureau permits.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Guidance

Deliverable: DES Guidance for processing 401 Water Quality Certification applications

Description: Prepare/modify and implement guidance for conducting 401 Certification review for projects that do not require individual Section 404 permits issued by the U.S. Army Corps. of Engineers (ACOE), but are included in the NH State Programmatic General Permit issued to the ACOE. [Note: Extend end date to 09/30/05 to allow for further internal review.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Guidance

Deliverable: Draft rules - Internal

Description: Submit draft rules to management for review. [Note: Extend end date to 12/31/03. Revised 401 rules were not a priority during FY03 Quarter 2, 3, or 4.] [Note: Extend end date to 4/30/04. Rules need additional revision prior to submittal to upper management.] [Note: Extend end date to 9/30/05. Additional revisions are necessary prior to submittal to upper management.]

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Regulations

Deliverable: Draft rules - JLCAR

Description: Prepare draft rules for review by JLCAR. [Note: Extend end date to 03/31/04. Revised 401 rules were not a priority during FY03 Quarter 2, 3, or 4.] [Note: Extend end date to 4/30/04. Additional revisions are necessary prior to submittal to JLCAR.] [Note: Extend end date to 9/30/05. Additional revisions are necessary prior to submittal to JLCAR.]

Start/End Dates: 04/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Regulations

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: 401 WATER QUALITY CERTIFICATION (Current)

Activity: Complete Administrative Tasks Relative to the 401 Program (Current)

Deliverable: Public hearing for rules

Description: Hold public hearing to discuss draft rules. [Note: Extend end date to 06/01/04. Revised 401 rules were not a priority during FY03 Quarter 2, 3, or 4.]

Start/End Dates: 06/02/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Hearings

Deliverable: Reorganized paper filing system

Description: Reorganize paper filing system for the 401 Certification program. This includes purging outdated/duplicated information already contained in the files, and redesigning the current system according to current needs. This deliverable will be completed with assistance from the WMB Executive Secretary. The current filing system will be retained as the base organizational structure, where FERC projects are first categorized according to the large watersheds in NH (Androscoggin, Piscataqua, Merrimack, Connecticut, and Ossipee/Saco). For tracking purposes, each file will serve as a individual unit. [Note: Extend end date to 09/30/04. Reorganized filing system not a priority during FY03 Quarter 2, 3, or 4.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 3 Files

Deliverable: Revised rules to JLCAR

Description: Submit revised rules to JLCAR. [Note: Extend end date to 09/30/04. Revised 401 rules were not a priority during FY03 Quarter 2, 3, or 4.] [Note: Extend end date to 9/30/05. Additional revisions were necessary during FY03.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Regulations

Activity: Coordination of 15-Mile Falls water quality certification (Current)

Description: On April 8, 2002, the Federal Energy Regulatory Commission (FERC) issued a new license for the 15-Mile Falls Hydroelectric Project. The license includes articles that correspond to conditions of the 401 Water Quality Certificate for the Project and any conditions specified in the Settlement Agreement. DES is the primary oversight agency that will give final approval to the various plans that are scheduled for submission. A mitigation and enhancement fund will also be established, of which DES will serve as a representative agency involved in fund disbursement.

Start/End Dates: 07/31/2001 thru Lead Person: PISZCZEK, PAUL

Deliverable: Debris disposal plan

Description: The applicant will prepare and submit a plan for review and approval by DES that describes an appropriate approach for properly disposing of debris associated with Project operations, including trashrack debris, litter, and trash. [End date extended from 07/31/02, consistent with filing deadline imposed by FERC license.] [Note: End date extended to 12/31/03. The licensee (PG&E) currently in bankruptcy proceeding.] [Note: End date extended to 6/30/04. The licensee will be notified of the overdue plan during Quarter 3.] [Note: End date extended to 7/1/04 to allow the licensee to file for an extension of time with the Federal Energy Regulatory Commission.]

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Plans

Deliverable: Fisheries mitigation measures implementation plan

Description: The applicant will prepare and submit a plan for review and approval by DES that describes the implementation of structural habitat enhancements in the Moore and Comerford tailraces and improve tributary access to fish. [End date extended from 07/31/02, consistent with filing deadline imposed by FERC license.] [Note: End date extended to 9/30/05, per FERC order dated 7/28/04; plan is contingent on available funds.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Plans

Deliverable: Participation in the upper Connecticut River mitigation and enhancement fund

Description: A DES representative will serve on the Committee that reviews project proposals and makes decisions on fund disbursement. [Note: End date extended from 09/30/02 to reflect ongoing participation with the committee during FY04.] [Note: End date extended to 9/30/05 to reflect ongoing participation with the committee during FY05.]

Start/End Dates: 05/31/2004 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Committee Representatives

Deliverable: Recreation plan

Description: The applicant will prepare and submit a plan for review and approval by DES that describes the development of recreation facilities with the Project boundary. [End date extended from 07/31/02, consistent with filing deadline imposed by FERC license.] [End date extended to 12/31/05, per FERC order dated 7/28/04; plan is contingent on availability of funds.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Plans

Activity: GIS Covergae (Current)

Description: Development of coverage showing projects with approved 401 Water Quality Certifications.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH

Deliverable: GIS Coverage

Description: Initial development

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 GIS Coverages

Deliverable: GIS Coverage Updates

Description: Update coverage, as necessary.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 10 Updates

Activity: Process 401 Certification Applications (Current)

Description: Review environmental documentation and identify potential impacts to surface water quality/quantity associated with proposed construction or hydroelectric power projects. Coordinate with

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: 401 WATER QUALITY CERTIFICATION (Current)

Activity: Process 401 Certification Applications (Current)

other state, local, and federal agencies prior to issuing or denying 401 Certificates.

Start/End Dates: 10/01/2001 thru Lead Person: PISZCZEK, PAUL

Deliverable: 401 Certification Related Meetings

Description: Attend meetings with applicants or permittees/licensees. Meetings may include discussions of potential project impacts to water quality, water quality monitoring, determination of need for 401 Certification, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 12 Meetings

Deliverable: Comments on NH SPGP Projects

Description: Review wetlands permit application materials for projects under the NH PGP with significant potential water quality impacts. This review is conducted in cooperation with the DES Wetlands Bureau, according to an internal draft policy developed by the WMB. [Note: The number of projects receiving water quality review is contingent on the number of applications.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 10 Projects

Deliverable: Process 401 Certification Applications

Description: Decision on whether proposed construction or operation of project will meet surface waters quality standards. Number of 401 Certifications issued/denied depends on number of complete applications received.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 5 Certifications

Deliverable: Site Visits

Description: Attend site visits with project applicants and consultants, as necessary, for projects requiring a 401 Certification.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 8 Site Visits

Activity: Process 401 Certification Information Requests (Current)

Description: Receive and process information requests for the 401 Water Quality Certification program in NH. Requests are typically made by consultants, state and federal agencies, NGOs, and the general public.

Start/End Dates: 10/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: 401 Certification Information Requests

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 8 Requests

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: AMBIENT RIVER MONITORING (Current)

Description: Collect physicochemical and bacteriological data from rivers, streams, and brooks to determine compliance with surface water quality standards.

Start/End Dates: 10/01/2001 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 104(b)(3) Nutrient Criteria Grant - Sampling streams for Periphyton chlor a / Nutrients (Current)

Description: This project proposes to collect and assess water quality data related to nutrients and periphyton in wadable streams for the purpose of developing quantitative relationships between causal parameters (N and P) and response variables (periphyton chlor a) in these waterbody types. Deliverables include QAPP preparation, sampling, QA/QC of data. Data analysis and preparation of the final report is included under the Water Quality Standards Program - Nutrient Criteria Activity.

Start/End Dates: 01/01/2005 thru Lead Person: PISZCZEK, PAUL

Deliverable: Quality Assurance Project Plan

Description: Develop QAPP and associated SOPs.

Start/End Dates: 10/01/2004 thru 06/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Deliverable: Quality Assurance Review

Description: Review data according to QAPP and input to Environmental Monitoring Database.

Start/End Dates: 06/01/2005 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Data Sets

Deliverable: Sample 10 streams

Description: Conduct two site visits per month at each of 10 streams during a four-month period.

Start/End Dates: 05/01/2005 thru 09/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 80 Site Visits

Deliverable: Standard Operating Procedures

Description: Develop SOPs for sampling.

Start/End Dates: 10/01/2004 thru 04/01/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 SOPs (Standard Operating Procedures)

Deliverable: Supplies and Equipment

Description: Procure supplies and equipment for monitoring. Includes inventory of existing supplies and equipment and purchase of new supplies and equipment.

Start/End Dates: 01/01/2005 thru 06/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Orders

Activity: 604(b) Grant Administration (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: PISZCZEK, PAUL

Deliverable: 604(b) grant

Description: Includes preparation of grant application and administration.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Grants

Activity: FY03 104(b)(3) Nutrient Criteria Grant- Sampling three impoundments (Current)

Description: This activity includes purchase of supplies/equipment, QAPP preparation, sampling three impoundments for nutrients, chlora and clarity and input of data into the database. This is all part of the workplan associated with the subject grant. Data analyses and preparation of a final report are included in a deliverable under the Water Quality Standards Program, Nutrient Criteria Activity. This work is contingent upon receiving the grant award from EPA by 11/15/03 and G&C approval by 2/1/04. [Note: Number of impoundments changed from 40 to three, per DES review and EPA approval.]

Start/End Dates: 10/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: QA/QC data and input into database for FY 104(b)(3) Nutrient Criteria Grant

Description: Data marked as "REVIEWED" in EMD.

Start/End Dates: 07/01/2004 thru 12/31/2004 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Data Sets

Deliverable: QA/QC data and input into database for FY 104(b)(3) Nutrient Criteria Grant

Description: Data marked as "FINAL" in EMD. [Note: End date extended from 1/1/05 to allow time to reconcile data.]

Start/End Dates: 10/01/2004 thru 02/28/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Data Sets

Activity: River Water Quality Complaint Response (Current)

Description: Receive, document, and investigate river related water quality complaints

Start/End Dates: 10/01/2001 thru Lead Person: PISZCZEK, PAUL

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: AMBIENT RIVER MONITORING (Current)

Activity: River Water Quality Complaint Response (Current)

Deliverable: Investigated Sites

Description: [Note: Contingent on number of river water quality complaints/inquiries received.] A site may be investigated more than once. A site is defined as the area affected by the subject of the complaint. Investigations may include photodocumentation, water sampling, consultation with landowner, etc.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 12 Sites

Deliverable: Processed Complaints

Description: Reception, documentation, and follow-up (correspondence) of complaints received (excluding site visits).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 40 Complaints

Activity: River Water Quality Data/Information Requests (Current)

Description: Receive and process public requests for river water quality data/information. This includes requests from the general public, consultants, real estate agents, and state and federal agencies.

Start/End Dates: 10/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: Processed Requests

Description: [Note: number of requests processed is contingent on number of requests received.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 25 Requests

Activity: River Water Quality Emergency Response (Current)

Description: As activated through the DES emergency response protocol.

Start/End Dates: 10/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: Emergency Responses

Description: [Note: Number of responses is contingent on number of emergencies received.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 3 Responses

Activity: Staff Performance Evaluations (Current)

Description: Includes preparation and discussion of performance evaluations with staff.

Start/End Dates: 10/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: Performance Evaluations

Description: Three evaluations are proposed for FY04:
 1. WRAP Coordinator, and
 2. Two ARMP Summer Interns.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 3 Performance Evaluations

Activity: Water Sampling Preparation (Current)

Description: Multiple tasks associated with water sampling, prior to onset of sampling season: (1) hire summer interns; (2) order supplies and equipment; and (3) Repair, maintain, test equipment.

Start/End Dates: 01/01/2003 thru Lead Person: PISZCZEK, PAUL

Deliverable: Field Technician (Intern) Orientation and Training

Description: Provide orientation and training sessions for summer field technicians (interns): (1) one orientation session to discuss program objectives, intern expectations, safety, etc.; (2) one training session for the use of handheld field instrumentation; (3) one training session for the use of programmable multiprobe instrumentation, and (4) four-six "practice events" with handheld and programmable multiprobe instrumentation.

Start/End Dates: 05/15/2005 thru 06/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 4 Training Sessions

Deliverable: Hired Field Technicians (Interns)

Description: Review applications, conduct interviews, prepare requisite paperwork (hiring memo, computer access, building access, etc.), and hire interns.

Start/End Dates: 04/01/2005 thru 06/01/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 2 Interns

Deliverable: Procure Supplies and/or Equipment

Description: Determine supply/equipment needs for water quality sampling. Number of orders is contingent on needs.

Start/End Dates: 04/15/2005 thru 07/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 4 Orders

Deliverable: Quality Assurance Project Plan (QAPP)

Description: Revise QAPP, as necessary.

Start/End Dates: 03/01/2005 thru 06/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: AMBIENT RIVER MONITORING (Current)

Activity: Water Sampling Preparation (Current)

Deliverable: Sampling and Analysis Plan (SAP)

Description: Develop sampling and analysis plan for sample collection consistent with QAPP, SOPs, and Comprehensive Monitoring Strategy, including water quality parameter and sampling station selection.

Start/End Dates: 02/01/2005 thru 06/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Plans

Deliverable: Standard Operating Procedures (SOP)

Description: Revise/update/create SOPs, as necessary.

Start/End Dates: 12/01/2004 thru 06/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 8 SOPs (Standard Operating Procedures)

Deliverable: Water Quality Sampling Equipment

Description: Inspect all equipment. Return equipment to manufacturer, if necessary, or repair in-house. Conduct instrumentation performance tests/research to determine precision and accuracy of handheld field instrumentation and programmable multiprobe units.

Start/End Dates: 02/01/2005 thru 05/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 15 Tests

Activity: Water Sampling, Analysis, and Data Handling (Current)

Description: Definition of all aspects of the Ambient River Monitoring Program, including QAPP development/revision; workplans; training; data collection; field audits, verification/validation of data; data entry; data entry QC; QA/QC self-audit/memorandum. 2003 sampling year.

Start/End Dates: 10/01/2002 thru Lead Person: PISZCZEK, PAUL

Deliverable: Data Set (2004)

Description: Input water quality data to database. [Note: Number of entries = (20 parameters/station x 100 stations) x 3 sampling events per station. Thus, number of entries is contingent on actual number of stations sampled and parameters analyzed. Actual number of entries to be determined upon completion of sampling and analysis plan ~ 5/1/04.] The completed data set is defined as data set following QC checks and evaluation relative to measurement performance criteria in approved ARMP QAPP.

Start/End Dates: 06/01/2004 thru 01/31/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 6000 Entries

Deliverable: Data Set (2005)

Description: Input water quality data to database. [Note: Number of entries = (20 parameters/station x 100 stations) x 3 sampling events per station. Thus, number of entries is contingent on actual number of stations sampled and parameters analyzed. Actual number of entries to be determined upon completion of sampling and analysis plan ~ 5/1/04.] The completed data set is defined as data set following QC checks and evaluation relative to measurement performance criteria in approved ARMP QAPP.

Start/End Dates: 06/01/2005 thru 01/31/2006 Lead Person: PISZCZEK, PAUL Qty/Unit: 3000 Entries

Deliverable: QA Systems Program Self-Audit (2004)

Description: Prepare ARMP self-audit, which includes, but not limited to, documentation of program objectives, QAPP inconsistencies, and data limitations.

Start/End Dates: 09/01/2004 thru 01/31/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Audits

Deliverable: QA Systems Program Self-Audit (2005)

Description: Prepare ARMP self-audit, which includes, but not limited to, documentation of program objectives, QAPP inconsistencies, and data limitations.

Start/End Dates: 10/01/2004 thru 01/31/2006 Lead Person: PISZCZEK, PAUL Qty/Unit: 1 Audits

Deliverable: Technical Systems Audits - Field Methods

Description: Accompany field technicians during the third or fourth week of June, July, and August to ensure appropriate sample collection procedures, field instrumentation use, data documentation, field safety, etc.

Start/End Dates: 06/15/2005 thru 09/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 3 Audits

Deliverable: Water Sampling

Description: Collect water quality data from stations throughout New Hampshire. Each station is typically sampled three times during the summer months, except for tidal dam stations, which are sampled monthly March through December. Approximately 300 site visits are proposed in 2005.

Start/End Dates: 05/01/2005 thru 12/31/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 300 Site Visits

Deliverable: Weekly Schedules

Description: Prepare weekly schedules for interns, as necessary. This includes vehicle assignments, station IDs and locations, and water quality parameters. The schedules are developed according to the sampling and analysis plan to be developed prior to the monitoring period (5/1/05). (Note: The number of schedules is contingent on the number of days/weeks necessary to complete sampling.)

Start/End Dates: 05/01/2005 thru 09/15/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 18 Schedules

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BEACH INSPECTIONS (Current)

Description: Inspect and sample for bacterial quality approximately 16 coastal beaches and 158 freshwater beaches during the summer recreational season. Coastal beaches are sampled weekly or every other week; freshwater beaches monthly. Beach owners are notified of violations and signs to post are provided.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Conduct GIS Based Land Use Assessments and Vulnerability Analyses (Current)

Description: Conduct assessments and analyses on coastal beach watersheds to determine the likelihood and potential frequency of water quality problems.

Start/End Dates: 10/01/2003 thru Lead Person: CURRIER, PAUL

Deliverable: Conduct Land Use Assessments

Description: Apply a GIS based model to conduct land use assessments on beach watersheds.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 14 Assessments

Deliverable: Provide GIS Enhancement of Coastal Coverage

Description: Obtain coordinates for beach access points, parking lots, and facilities.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 25 GPS Units

Activity: Develop TMDL Proposals for Freshwater Beaches (Current)

Description: Develop TMDLs for public beaches with historical bacteria advisory postings.

Start/End Dates: 10/01/2003 thru Lead Person: SUMNER, SARA

Deliverable: Conduct Microbial Source Tracking Sampling for Each TMDL

Description: Collect samples for microbial source tracking during 8 sampling events, 4 dry weather and 4 wet weather, for each TMDL. Deliver samples to UNH for microbial source tracking analyses.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 24 Sampling Rounds

Deliverable: Conduct a TMDL at Mill Pond Town Beach

Description: Conduct 16 sampling events, 12 dry weather and 4 wet weather events at the beach.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 16 Sampling Rounds

Deliverable: Conduct a TMDL at Pawtuckaway Lake State Park

Description: Conduct 16 sampling events, 12 dry weather and 4 wet weather events at the park.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 16 Sampling Rounds

Deliverable: Conduct a TMDL at Sand Dam Village Pond

Description: Conduct 16 sampling events, 12 dry weather and 4 wet weather events at the beach.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 16 Sampling Rounds

Activity: Develop a Rainfall vs. Bacteria Model for the Atlantic Coast (Current)

Description: Develop a model by which the Beach Program can determine bacterial loads to coastal waters during rainfall events in order to accelerate the beach advisory process.

Start/End Dates: 10/01/2002 thru 09/30/2006 Lead Person: SUMNER, SARA

Deliverable: Apply a Wet-Weather Sampling Process to All Coastal Public Beaches

Description: Coastal beach wet-weather sampling will determine if storm events negatively impact the beaches and at what intensity of storm.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 15 Sampling Rounds

Deliverable: Apply an Intensified Sampling Process at Three Tier I Beaches

Description: Three coastal Tier I beaches are negatively impacted by pollution sources. Intensified sampling during wet-weather events may result in adopting preemptive beach advisories/closures.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 3 Sampling Rounds

Deliverable: Install Rain Gauges at Coastal Beaches

Description: Rain gauges will be installed at Hampton Beach, State Beach, Jenness Beach, Wallis Sands, and New Castle Town Beach to provide wet fall data for storm event monitoring.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 5 Installations

Activity: Develop and Administer a Risk-Based Beach Evaluation and Classification Process (Current)

Description: Develop the process to rank coastal beaches into Tier I and Tier II status for sampling purposes.

Start/End Dates: 10/01/2003 thru Lead Person: SUMNER, SARA

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BEACH INSPECTIONS (Current)

Activity: Develop and Administer a Risk-Based Beach Evaluation and Classification Process (Current)

Deliverable: Apply Process to all Coastal Beaches

Description: Administer risk-based evaluations to all coastal beaches on a yearly basis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 16 Evaluations

Deliverable: Review and Revise the Tiered Monitoring Plan Annually

Description: Review and revise the current Tiered Monitoring Plan annually to reflect program changes.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Plans

Activity: Develop and Administer an Adopt-a-Beach Program (Current)

Description: Develop and administer an Adopt-a-Beach Program for coastal and freshwater beaches around the state.

Start/End Dates: 10/01/2004 thru Lead Person: SUMNER, SARA

Deliverable: Conduct Monthly Beach Clean-ups at Hampton Beach

Description: Conduct monthly clean-ups during the beach season at Hampton Beach.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 3 Site Visits

Deliverable: Develop an Adopt-a-Beach Program at Hampton Beach State Park

Description: Work with the Town of Hampton, Chamber and Commerce, and public to develop an Adopt-a-Beach program at Hampton Beach.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Programs

Deliverable: Recruit Two Freshwater Beaches to Join Adopt-a-Beach

Description: Promote Adopt-a-Beach and recruit two freshwater beaches to join the program.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 2 Participants

Deliverable: Train Volunteers to Conduct Water Quality Sampling at Hampton Beach

Description: Recruit and train Adopt-a-Beachers to conduct water quality sampling at Hampton Beach State Park.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 2 Training Sessions

Activity: Develop beach inspection database module and data transfer process to EPA via XML (Current)

Description: The current beach inspection database in FoxPro 2.6 will be enhanced and redeveloped as a module in the new water quality database. This module must include state and federal reporting requirements as well as be related to corresponding monitoring data. Also data will eventually be reported to EPA via XML, therefore trading partner agreements must be created.

Start/End Dates: 10/01/2002 thru Lead Person: CORNWELL, ANDREW

Deliverable: Develop trading partner agreement with EPA to transfer data via XML.

Description: END DATE EXTENDED FROM 04/01/2004. A trading partner agreement must be developed with EPA to transfer the data via XML to them. This process will be dependent on the final release of required data elements from the EPA. After the agreement is developed, reporting data will be transferred via XML.

Start/End Dates: 02/01/2003 thru 04/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Agreements

Activity: Microbial Source Tracking (Current)

Description: Investigate and develop methods to apply Microbial Source Tracking techniques to point and non-point sources of pollution to the coastal area.

Start/End Dates: 10/01/2003 thru Lead Person: SUMNER, SARA

Deliverable: Conduct Sub-Watershed Surveys to Locate Fecal Sources

Description: Based on the final report of the microbial source tracking study, sub-watershed surveys will be conducted for State Beach, Bass Beach and Pirates Cove Beach.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 3 Surveys

Deliverable: Develop an Enterococci faecalis Source Library

Description: Work with the UNH JEL to develop an enterococci faecalis source library.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Libraries

Activity: Operate the coastal beach program (Current)

Description: The coastal beach program consists of fifteen beaches located along NH's marine coast.

Start/End Dates: 10/01/1999 thru Lead Person: SUMNER, SARA

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BEACH INSPECTIONS (Current)

Activity: Operate the coastal beach program (Current)

Deliverable: Annual Program Audit

Description: Perform annual program QA/QC audit.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 QA/QCs (Quality Assurance/Quality Control)

Deliverable: Coastal Beach Sampling

Description: Inspect and monitor coastal public beaches on a weekly or bi-weekly basis during the swim season.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 200 Inspections

Deliverable: Produce Annual Reports for Coastal Public Beaches

Description: Write annual reports discussing historical and current year beach data. Provide recommendations for improved water quality.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 16 Reports, Final

Deliverable: Review and Revise Program Standard Operating Procedures

Description: Review and revise all SOPs on an annual basis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 7 Reviews

Deliverable: Submit QAPP Modifications to EPA Annually

Description: Review, revise and submit all QAPP modification to EPA annually.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Activity: Operate the freshwater beach program (Current)

Description: All freshwater public beaches throughout the state.

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Develop GIS based land use assessments and vulnerability analyses.

Description: END DATE EXTENDED FROM 09/01/2004. Using GIS, assess land use in watersheds that feed coastal beaches and determine vulnerability of the beaches to contamination.

Start/End Dates: 09/01/2003 thru 04/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Assessments

Deliverable: Monitor Public beaches for cyanobacteria scums and issue advisories if confirmed

Description: Monitor all public bathing beaches for cyanobacteria scums and post advisories if potential toxic producing cyanobacteria are present.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 400 Inspections

Deliverable: Produce Open Signage

Description: Produce Open signage for all freshwater public beaches.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 50 Signs

Deliverable: Sample Freshwater Beaches

Description: Inspect and sample for bacterial quality approximately 155 freshwater beaches (3 samples per beach) on a monthly basis during the summer recreational season. Inform beach owners of violations and provide signs to post.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 325 Inspections

Activity: Produce a Systematic Search and GIS Coverage of all Designated Beach Areas (Current)

Description: Identify and map all designated beach areas in the state, both inland and coastal.

Start/End Dates: 10/01/2002 thru Lead Person: SUMNER, SARA

Deliverable: Apply Process to Inland Waters and Produce GIS Coverage

Description: Identify, map, and produce GIS coverage of all designated beach areas on inland waterbodies.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 100 GIS Coverages

Deliverable: Identify and Map all Designated Beach Areas in Coastal Watershed

Description: Identify and map designated beach areas in coastal watershed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 50 GIS Coverages

Activity: Promote EPA's Flagship Beach (Current)

Description:

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BEACH INSPECTIONS (Current)

Activity: Promote EPA's Flagship Beach (Current)

Promote Hampton Beach, EPA's Flagship Beach, using innovative methods.

Start/End Dates: 10/01/2004 thru Lead Person: SUMNER, SARA

Deliverable: Display Kiosk and Signage at Hampton Beach

Description: Promote EPA's Flagship Beach by displaying signage and kiosks at Hampton Beach.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 2 Promotional Items

Deliverable: Place Recycling Bins and Cigaretter Stations at the Beach

Description: Promote recycling and proper disposal of cigarette butts at the beach by placing recycling bins and designating cigarette stations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 4 Stations

Deliverable: Work with Chamber of Commerce to Promote Flagship Beach

Description: Work closely with the Chamber of Commerce to promote the Flagship Beach image.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Promotional Items

Activity: Public Notification and Risk Management (Current)

Description: Increase public education and awareness of the Beach Program and program activities. Encourage public comment on program activities. Develop new means to increase program outreach activities.

Start/End Dates: 10/01/2002 thru Lead Person: CONNOR, JODY

Deliverable: Develop and Research New Public Notification Methods

Description: Continue to develop and research new methods to improve public notification.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Methods

Deliverable: Distribute Educational Packets

Description: Mail educational packets to towns and beach managers prior to the start of the beach season.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 100 Packets

Deliverable: Hold a Public Comment Session

Description: Hold a public comment session in a coastal community for review of the Beach Program.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 2 Public Comments

Deliverable: Research and Produce New Educational Materials

Description: Research different educational methods and promotional materials. Produce new educational materials when necessary.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Materials

Deliverable: Review and Revise Public Notification and Risk Communication Plan Annually

Description: Review and revise the public notification plan annually to reflect Beach Program changes.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Reviews

Deliverable: Review and Revise Website Annually

Description: Review, revise, and update website annually.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Updates

Activity: Submit Reports to EPA (Current)

Description: Submit reports on the progress of Beach workplan activities.

Start/End Dates: 10/01/2002 thru Lead Person: SUMNER, SARA

Deliverable: Produce Annual Reports

Description: Produce and submit annual performance report on program activities

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 1 Reports, Final

Deliverable: Produce Quarterly Reports

Description: Produce and submit quarterly reports to EPA on the progress of program activities, including each task in the phase II Beach workplan.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SUMNER, SARA Qty/Unit: 4 Reporting Cycles

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BIOMONITORING PROGRAM (Current)

Description: Collect and interpret biological data, primarily from wadable streams. Information is used to determine surface water quality violations, for enforcement, and towards establishing statewide numeric biological criteria.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Conduct biological assessments (Current)

Description: These assessments include sampling for aquatic life use assessments, special investigations, and enforcement actions.

Start/End Dates: 06/01/1997 thru Lead Person: NEILS, DAVID

Deliverable: Complete 25 biological field surveys on wadable streams

Description: These are considered routine surveys completed annually for assessment purposes

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 25 Surveys

Deliverable: Completed field survey of long term monitoring station

Description: Continue annual sampling to generate long-term database at station (3 sites). Data collected will provide a year-to-year baseline of fish and benthic invertebrate community production and status

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 3 Sites

Deliverable: Compute biologic indices for wadable streams to determine aquatic life use status

Description: Fish and benthic indices for 2004 surveys

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 40 Assessments

Deliverable: Participate in National Wadable Stream Assessment project

Description: Collect benthic macroinvertebrate samples using a variety of techniques as part of a New England regional project.

Start/End Dates: 08/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 8 Sites

Deliverable: Participate in special study investigations (as necessary)

Description: Deliverable reserved for permitting, enforcement, and consultation activities as requested and possible

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 5 Studies

Deliverable: Prepare report for New Hampshire Fish and Game on fish collection activities

Description: regarding fishing efforts/collection permit

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reports, Final

Deliverable: Provide consultation on biological communities to intra and inter agency personnel

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 3 Consultations

Activity: Develop fish community-type temperature thresholds (Current)

Description: Identify fish community types and respective temperature regime

Start/End Dates: 10/01/2004 thru 09/30/2007 Lead Person: NEILS, DAVID

Deliverable: Develop project plan in conjunction w/ Fish and Game

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Plans

Deliverable: Hold cooperative meetings to identify project components

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 3 Meetings

Deliverable: Identify fish community types

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Analyses

Activity: Fish community assessment index development (Current)

Description: An index that will assist in determining aquatic life use status of wadable streams

Start/End Dates: 10/01/2004 thru Lead Person: NEILS, DAVID

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BIOMONITORING PROGRAM (Current)

Activity: Fish community assessment index development (Current)

Deliverable: Complete analysis of metric responses to human disturbance variables

Description: Use human disturbance gradient and selected metrics

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Analyses

Deliverable: Prepare recommendation for fish community assessment index

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reports, Drafts

Deliverable: Recalibrate draft fish community assessment index

Description: adjust scoring criteria according to NH data

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Analyses

Activity: General equipment maintenance and supply ordering (Current)

Description: The program utilizes a variety of equipment that must be maintained and replaced regularly

Start/End Dates: 10/01/2004 thru Lead Person: NEILS, DAVID

Deliverable: Inspect and maintain field equipment

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 10 Inspections

Deliverable: Order supplies required for laboratory and field operations

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 20 Equipment

Activity: Maintain and enhance a comprehensive database of biological sampling efforts (Current)

Description: We are using EDAS (Ecological Data Assessment System) developed by TetraTech and provided to us by EPA.

Start/End Dates: 06/01/1997 thru Lead Person: NEILS, DAVID

Deliverable: Complete data transfer review

Description: review ~10% of data transferred into new version of EDAS

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reviews

Deliverable: Complete testing of enhanced biological database

Description: test new customized version of EDAS prepared by tetra tech

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Tests

Deliverable: Complete transfer of all National Wadable Stream Survey field data

Description: transfer field data (hardcopy and digital) to NEIWPC

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 6 Transfers

Deliverable: Input 2004 benthic macroinvertebrate data

Description: batch upload of data from 40 2004 benthic surveys

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 40 Data Sets

Deliverable: Input 2004 biomonitoring field data

Description: enter physical & chemical data for 40 stations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 40 Units

Deliverable: Produce data reports and process data requests

Description: Provide hardcopy and digital biological data as requested internally and externally

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 15 Requests

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BIOMONITORING PROGRAM (Current)

Activity: Maintain and enhance a comprehensive database of biological sampling efforts (Current)

Deliverable: Update taxomic lists

Description: Update and review New Hampshire taxa lists including taxonomic names, tolerance values, and ecological information critical for index computation

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Updates

Activity: Participate in regional biomonitoring program development efforts (Current)

Description: NE biomonitoring programs are continually working to advance biological assessment techniques

Start/End Dates: 10/01/2004 thru Lead Person: NEILS, DAVID

Deliverable: Attend regional TALU meetings

Description: The NE states are currently working on the development of a model that will establish a standardized "language" for community stream quality using the Tiered Aquatic Life Use system

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 3 Meetings

Deliverable: Participate in regional field and assessment methodology comparability study

Description: Relates to field work being performed 2004 as part of the national wadable stream assessment

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 3 Recommendations/Suggestions

Activity: Prepare and update a Quality Assurance Plan, in coordination with Department guidelines and EPA (Current)

Description: The Biomonitoring Program will prepare and adhere to a QAPP that will reflect current activities.

Start/End Dates: 09/01/2001 thru Lead Person: NEILS, DAVID

Deliverable: Complete annual quality assurance review

Description: annual internal agency review

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reviews

Deliverable: Revise QAPP and Protocol document as needed

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Revisions

Activity: Prepare scientific and public outreach reports (Current)

Description: Produce reports and information documenting program activities, index development, protocols, information for public consumption

Start/End Dates: 10/01/2004 thru Lead Person: NEILS, DAVID

Deliverable: Complete final benthic macroinvertebrate index report

Description: The report will detail the field, laboratory, and analysis procedures necessary to compute the benthic index of biological integrity

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reports, Final

Deliverable: Complete final report outlining development of benthic macroinvertebrate index

Description: The report will summarize the data analysis utilized for index development

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reports, Final

Deliverable: Complete reports relevant to special investigations

Description: Reports relative to permitting or enforcement actions

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 3 Reports, Final

Deliverable: Complete volunteer biological assessment protocol development report

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reports, Final

Deliverable: Complete website review and update

Description: annual review and update

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Reviews

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BIOMONITORING PROGRAM (Current)

Activity: Prepare scientific and public outreach reports (Current)

Deliverable: Provide presentations to scientific community and public as requested

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 5 Presentations

Activity: Program development (Current)

Description: A variety of key decisions need to be made for future development of program

Start/End Dates: 10/01/2004 thru Lead Person: NEILS, DAVID

Deliverable: Develop benthic IBI std implementation strategy

Description: make decision on how to proceed with utilization of B-IBI for assessing aquatic life use status

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Strategies

Deliverable: Develop screening level biological protocol development plan

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Plans

Deliverable: Develop wadable stream sampling strategy plan

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Plans

Deliverable: Future index development plan

Description: address waterbody type biological assessments

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: NEILS, DAVID Qty/Unit: 1 Plans

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: BOAT INSPECTION (Current)

Description: Inspections are conducted to ensure compliance with RSA 487, the State's no discharge policy.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Provide boat inspections for greywater and blackwater systems on the state's larger lakes. (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Inspect boats on freshwater lakes

Description: Inspect approximately 100 boats to enforce Boat Discharge Program.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 100 Inspections

Activity: Provide education to marinas and boat owners concerning state's No Discharge Policy. (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: CONNOR, JODY

Deliverable: Provide educational materials concerning No Discharge Policy

Description: Provide information to marinas and at public meetings.

Start/End Dates: 09/30/2003 thru 10/01/2004 Lead Person: CONNOR, JODY Qty/Unit: 5 Information Provided

Deliverable: Provide educational materials concerning No Discharge Policy

Description: Provide information to marinas and at public meetings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 4 Information Provided

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: CLEAN LAKES (Current)

Description: Conduct lake and watershed diagnostic studies to calculate hydrologic and phosphorus loadings for lakes that are showing signs of water quality decline or impairment through their regular monitoring in VLAP or NHLLMP. Use data generated from the study phase of the project to make recommendations about lake and watershed restoration measures.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Ashuelot Pond Study (Current)

Description: Conduct annual monitoring to determine the impacts of deep drawdown on the abundance of vegetation in Ashuelot Pond. Also sample substrate composition, benthic macroinvertebrate communities, mussel populations, frog populations and continue with VLAP monitoring for water chemistry and biology data.

Start/End Dates: 12/01/2001 thru 01/31/2006 Lead Person: Vacant

Deliverable: Annual data reports

Description: Provide an annual report in February during each year of the study

Start/End Dates: 02/01/2003 thru 02/28/2005 Lead Person: SMAGULA, AMY Qty/Unit: 3 Reporting Requirements

Deliverable: Annual data reports

Description: Provide an annual report in February during each year of the study

Start/End Dates: 02/01/2005 thru 03/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Reports, Final

Deliverable: Draft Final Report

Description: Draft final report during fall 2005 and distribute for internal review.

Start/End Dates: 09/01/2005 thru 11/30/2005 Lead Person: Vacant Qty/Unit: 1 Reports, Drafts

Activity: Diagnostic Feasibility Studies Work Plan and Framework (Current)

Description: Re-evaluate purpose and need for DFS, select lake for program based on 303d list and/or VLAP data, develop scope of work for project, identify management goals, write project specific QAPP

Start/End Dates: 12/01/2002 thru Lead Person: Vacant

Deliverable: Scope of Work and Project Plan for each new study

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: Vacant Qty/Unit: 1 Scopes of Services

Activity: Final Report for Baboosic Lake Diagnostic Study (Current)

Description: Amend draft Baboosic Lake Report per the recommendations made in Pleasant Lake Diagnostic Report. Pass through internal review, if necessary, print final report.

Start/End Dates: 10/01/2002 thru 04/30/2005 Lead Person: Vacant

Deliverable: Final Report for Baboosic Lake Diagnostic Study

Description: Prepare final printed report by 1/31/03. END DATE EXTENDED FROM 4/3/04

Start/End Dates: 02/01/2003 thru 02/28/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Reports, Final

Activity: Partridge Lake Diagnostic Study (Current)

Description: Complete study field work and prepare report and final presentation.

Start/End Dates: 05/01/2000 thru 04/30/2005 Lead Person: Vacant

Activity: Perkins Pond, Sunapee Lake and Watershed Diagnostic Study (Current)

Description: Develop work plan, establish appropriate monitoring activities, draft QAPP, sample, analyze, write report and make recommendations.

Start/End Dates: 01/01/2003 thru 12/31/2005 Lead Person: Vacant

Deliverable: Conduct field sampling and monitoring activities in lake and watershed

Description: Based on QAPP and scope of work, conduct appropriate monitoring activities for data collection.

Start/End Dates: 05/01/2003 thru 05/31/2005 Lead Person: Vacant Qty/Unit: 1 Data Sets

Deliverable: Conduct field sampling and monitoring activities in lake and watershed

Description: Based on QAPP and scope of work, conduct appropriate monitoring activities for data collection.

Start/End Dates: 05/01/2004 thru 04/30/2005 Lead Person: Vacant Qty/Unit: 1 Samples

Deliverable: Final Report and Recommendations

Description: Prepare final report based on statistical analyses and modeling activities. Make recommendation specific to scope of work and desired outcomes of the project.

Start/End Dates: 08/01/2004 thru 10/31/2005 Lead Person: Vacant Qty/Unit: 1 Recommendations/Suggestions

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: CLEAN LAKES (Current)

Activity: Perkins Pond, Sunapee Lake and Watershed Diagnostic Study (Current)

Deliverable: GIS work and AVGWLf modeling

Description: Prepare maps for land use and other appropriate coverages for study and report, and run AVGWLf models to predict the current and future phosphorus loadings for Perkins Pond.

Start/End Dates: 07/01/2005 thru 09/01/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Models

Deliverable: Internal Review of Report Draft

Description: Pass draft through in house review.

Start/End Dates: 11/01/2004 thru 11/30/2005 Lead Person: Vacant Qty/Unit: 1 Reviews

Deliverable: Statistical Analyses and Modeling

Description: Perform statistical analyses on data. Conduct modeling activities to determine appropriate recommendations.

Start/End Dates: 06/01/2004 thru 08/31/2005 Lead Person: Vacant Qty/Unit: 1 Models

Activity: Rust Pond Diagnostic Study (Current)

Description: Monitor tributary, groundwater, atmospheric, and overland contributions of water volume to lakes in the Clean Lakes program, as well as the water chemistry associated with those sources. Rust Pond in Wolfeboro will be studied from May 2001 through August 2002.

Start/End Dates: 05/20/2001 thru 04/30/2005 Lead Person: Vacant

Deliverable: Recommendations

Description: Provide recommendations for remedial measures to restore the lake and watershed to a healthy condition, and enhance existing water quality conditions.

Start/End Dates: 05/01/2001 thru 04/30/2005 Lead Person: Vacant Qty/Unit: 1 list

Deliverable: Report

Description: Develop hydrologic and nutrient budgets, provide analysis of lake and watershed water chemistry, and publish in a report format.

Start/End Dates: 05/01/2001 thru 04/30/2005 Lead Person: Vacant Qty/Unit: 1 Report Assessments

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: CLEAN VESSEL ACT (Current)

Description: Funding is provided through U.S. Fish and Wildlife Services to help reduce pollution from boat sewage discharges. This helps protect public health and limits nutrient discharges into surface water bodies.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Inspections for Pumpout/Dump Stations Inspections for Construction and Complaints (Current)

Description: Inspect all new pumpout/dump stations, upon construction completion, and inspect and troubleshoot existing stations that are having problems.

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Inspect newly constructed and problem pumpout/dump stations

Description: inspect all new stations and inspect and resolve problems, as needed, at existing stations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 3 Inspections

Activity: Provide Pumpout/Dump stations at key locations throughout the state (Current)

Description: Locate areas where new pumpout/dump stations can be located in both coastal and freshwater.

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Administer contractual agreement for pumpout boat

Description: Administer new contractual agreement for the coastal pumpout boat.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 1 Contracts

Deliverable: Install new pumpout/dump stations

Description: Execute contract agreements with marinas, local and state governments to install and operate new sewage pumpout/dump stations.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 3 Stations

Activity: Provide educational materials to marinas and public concerning Pumpout/Dump Stations (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Distribute Educational Brochure to 25 pumpout locations.

Description: Distribute brochures and newsletters to each public CVA pumpout/dump station owner.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 25 Distributions

Deliverable: Distribute Educational Brochure to 25 pumpout locations.

Description: Distribute brochures and newsletters to each public CVA pumpout/dump station owner.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 25 Distributions

Deliverable: Prepare Fact sheets and brochures.

Description: Prepare fact sheets and CVA brochures for public information.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: CARLSON, ALICIA Qty/Unit: 2 Fact Sheets

Deliverable: Prepare Fact sheets and brochures.

Description: Prepare fact sheets and CVA brochures for public information.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, ALICIA Qty/Unit: 2 Fact Sheets

Deliverable: Provide CVA education to the public

Description: Update website and provide educational material to the public concerning the CVA and pumpout/dump station locations.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: CARLSON, ALICIA Qty/Unit: 1 Programs

Deliverable: Provide CVA education to the public

Description: Update website and provide educational material to the public concerning the CVA and pumpout/dump station locations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CARLSON, ALICIA Qty/Unit: 1 Programs

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: ECOLOGICAL RISK ASSESSMENT (Current)

Description: This program currently supports Hazardous Waste Remediation Bureau projects that need an ecological component.

Start/End Dates: 06/15/2001 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Attend conferences pertaining to developing and applying ecological risk assessment program (Current)

Description: Exchange ideas with other professionals in government, industry, and academia.
Improve upon my own expertise of subject

Start/End Dates: 10/01/2003 thru Lead Person: SIEGEL, LORI

Deliverable: Attend conferences

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 2 Conferences

Activity: Develop more general ecological risk assessment program for NH DES (Current)

Description: Stay abreast of associated current advancements.
Develop approach within framework of existing NH DES policies, i.e., RCMP.
Communicate to PMs the approach and its applicability.
Communicate clearly the approach to appropriate assessors and others involved and/or affected by assessment.
Assist others in application of approach.
Assist in risk management.

Start/End Dates: 10/01/2003 thru Lead Person: SIEGEL, LORI

Deliverable: Approach within framework of existing NH DES policies, i.e., RCMP

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 1 Policies

Deliverable: memos to Project Managers

Description: Provide technical assistance to PMs to apply Ecological Risk Program to specific cases.
Communicate clearly the approach to appropriate assessors and others involved and/or affected by assessment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 2 Memos

Activity: Improve upon assessment of ecological risk associated with sediment contamination (Current)

Description: Stay abreast of associated current advancements.
Apply Sediment Policy in most efficient approach, balancing conservatism with practicality, to specific cases.
Enhance Policy iteratively with lessons learned from specific sites.
Communicate clearly the Policy to appropriate assessors and others involved and/or affected by assessment.
Assist others in application of Policy.
Assist in risk management.

Start/End Dates: 10/01/2003 thru Lead Person: SIEGEL, LORI

Deliverable: CT River Study

Description: Apply Guidance Document to CT River Study

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 1 Studies

Deliverable: memos to Project Managers

Description: Provide technical assistance to PMs to apply Sediment Policy to specific cases.
Communicate clearly the Policy to appropriate assessors and others involved and/or affected by assessment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 10 Memos

Deliverable: updated Policy

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 1 Updates

Activity: Participate in regional BTAG meetings (Current)

Description:

Start/End Dates: 10/01/2003 thru Lead Person: SIEGEL, LORI

Deliverable: Attend meetings

Description: attend meetings at EPA in Boston, MA or via phone

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 2 Meetings

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: EXOTIC SPECIES (Current)

Description: Control existing exotic aquatic plant infestations (primarily milfoil) and prevent new infestations through education, monitoring, research, and treatment. For example, the program trains volunteer "weed watchers" and provides grants for controls such as herbicide application, for "lake hosts" to inspect boats and educate the public at public boat access sites, and grants for exotics control research.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administer Milfoil Research Grants (Current)

Description: In fall 2004, DES received nearly \$1million of federal funds for milfoil research activities to fund research on variable milfoil in NH.

Start/End Dates: 09/01/2004 thru 12/31/2006 Lead Person: SMAGULA, AMY

Deliverable: Perform periodic status checks of research projects throughout studies

Description:

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: SMAGULA, AMY Qty/Unit: 24 Reporting Requirements

Activity: Administer research on milfoil genetics and exotic species prevention and remediation (Current)

Description: Under an administrative contract with Dartmouth College, conduct genetics research to determine extent of hybridization of exotics and native milfoil species throughout the state. Ultimate goal is to develop a genetic control for the invasive.

Start/End Dates: 09/30/2001 thru Lead Person: SMAGULA, AMY

Deliverable: Milfoil Genetics Research

Description: Continue to use genetics identification tools to identify milfoil to species level, and work with Dartmouth College Graduate Students to define a simple method for milfoil identification in DES laboratory.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Methods

Deliverable: Research Contracts with Appropriate Facilities for Research

Description: Based on list of research needs, identify schools with appropriate capabilities and send out RFPs for research.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 RFPs (Requests for Proposals)

Activity: Amend or draft regulations or legislation as needed (Current)

Description: Review exotic species legislation and regulations and amend as needed.

Start/End Dates: 10/01/2002 thru Lead Person: SMAGULA, AMY

Deliverable: Amend Env-Ws 1303.01

Description: Amend Env-Ws 1303.01 by adding new exotic aquatic species to the prohibited list from those that have been recommended by botanists and those new that have begun to spread rapidly.

Start/End Dates: 12/01/2003 thru 09/30/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Rules

Activity: Aquatic Nuisance Species Management Plan (Current)

Description: Coordinate activities associated with drafting and finalizing a statewide Aquatic Nuisance Species Management Plan following guidelines established through the US Fish and Wildlife Services.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: SMAGULA, AMY

Deliverable: Develop a draft ANS Management Plan

Description: Develop a draft ANS Management Plan to be modified and updated by working committees for Freshwater and Estuarine related concerns

Start/End Dates: 01/01/2005 thru 05/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Drafts

Deliverable: Establish Steering Committee and Working Groups

Description: Work with other state agencies and interest groups to put together a Steering Committee and Working Groups for the preparation of an ANS Management Plan.

Start/End Dates: 01/01/2005 thru 03/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 3 Workgroups

Deliverable: Final ANS Management Plan

Description: Develop a final ANS Management Plan from draft iterations and external review. Submit final plan to Governor's Office for approval, then send to USFWS for federal approval.

Start/End Dates: 06/01/2005 thru 12/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Plans

Activity: Conduct activities associated with various state and regional invasives species groups (Current)

Description: Participate in meetings and activities related to promoting awareness, research, and management of exotic aquatic plants in the northeast and in New Hampshire.

Start/End Dates: 07/01/2001 thru Lead Person: SMAGULA, AMY

Deliverable: Work on programs, give presentations, assist with conference planning, formulate exotic species list

Description: Work on whatever activities arise that various groups need assistance with, that DES participates in through the Exotic species program.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 5 Projects

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: EXOTIC SPECIES (Current)

Activity: Develop GIS maps of exotic plants infestations using GPS units (Current)

Description: Conduct field surveys to determine the spread, extent, and density of exotic aquatic plant infestations.

Start/End Dates: 06/01/2001 thru Lead Person: SMAGULA, AMY

Deliverable: Develop ArcView maps of milfoil and other exotic plant infestations

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 12 Maps

Activity: Education and Outreach (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: SMAGULA, AMY

Deliverable: Prepare annual Grant Fund Report

Description: Submit an annual report, beginning January 1, 2004, to the speaker of the house, president of the senate, and the governor and council which shall include, but not be limited to, a description of prevention and research projects funded by the milfoil and other exotic aquatic plants prevention program and the extent of aid to municipalities or subdivisions of the state, non-profit corporations, and research institutions.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Reports, Final

Deliverable: Presentations

Description: Attend lake association meetings, town meetings, and other meetings and give presentations on exotic species spread, management, and monitoring.

Start/End Dates: 10/01/2004 thru 10/01/2005 Lead Person: SMAGULA, AMY Qty/Unit: 25 Meetings

Deliverable: Produce Annual Weed Watcher Newsletter

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Newsletters

Deliverable: Review and Update education materials

Description: As needed

Start/End Dates: 10/01/2004 thru 10/01/2005 Lead Person: SMAGULA, AMY Qty/Unit: 6 Outreach Activities

Activity: Perform Exotic Plant Control Activities (Current)

Description: Perform hand-pulling activities, installation of benthic barriers, large scale harvesting, and herbicide applications to manage existing infestations of exotic aquatic plants.

Start/End Dates: 06/01/2001 thru Lead Person: WARREN, KENNETH

Deliverable: Assess reports of new exotic infestations

Description: Assess new infestations and evaluate control alternatives.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 3 Assessments

Deliverable: Control milfoil growths by hand pulling or bottom barriers

Description: small growths of milfoil are best controlled by hand pulling, using SCUBA if necessary, or by laying down a bottom barrier.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 5 Sites

Deliverable: Process matching grant requests and contracts

Description: Process matching grant requests and 100% contracts for exotic plant control, including G&C or Commissioner approval requests.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 13 Grants

Deliverable: Summary report of exotic infestations

Description: Annual updates of management practices conducted each summer, provided to the coordinator of the annual exotic aquatic species report.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 1 Updates

Deliverable: herbicide sampling

Description: sample DES-funded herbicide treatment sites approximately 3-4 weeks after treatment and continue to sample until a no detect value is measured.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 20 Site Visits

Activity: Testify at bill hearings as needed (Current)

Description: Testify on bills pertaining to exotic species

Start/End Dates: 01/01/2001 thru Lead Person: SMAGULA, AMY

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: EXOTIC SPECIES (Current)

Activity: Testify at bill hearings as needed (Current)

Deliverable: Prepart testimony for bill hearings that relate to exotic species legislation

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: SMAGULA, AMY Qty/Unit: 1 Testimonies

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: FISH TISSUE MONITORING (Current)

Description: Collect and process fish and evaluate results for fish tissue contaminants, with an emphasis on mercury.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Operate mercury in fish program for DES (Current)

Description: Administer all aspects of a mercury in fish monitoring program.

Start/End Dates: 10/01/1999 thru Lead Person: ESTABROOK, ROBERT

Deliverable: Collect and process approximately 100 fish for mercury analysis

Description: Fish are collected or received from volunteer monitors, processed in the Limnology Center for length, weight, and species, filleted and digested and submitted to the Public Health Lab. for mercury analysis.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: CHAPMAN, ANDREW Qty/Unit: 100 Fish

Deliverable: Collect and process approximately 100 fish for mercury analysis

Description: Fish are collected or received from volunteer monitors, processed in the Limnology Center for length, weight, and species, filleted and digested and submitted to the Public Health Lab. for mercury analysis.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 100 Fish

Deliverable: Maintain fish mercury database

Description: All available fish mercury data is entered into an electronic database for tracking and evaluation. Unit is database maintained, count is 1; will report as .25 completed each quarter if up to date.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Databases

Deliverable: Prepare annual work plan

Description: Work plan describing ponds to sample and fish species to collect is prepared.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 1 Workplans

Activity: Participate in other fish tissue monitoring programs (Current)

Description: Participate in fish tissue monitoring programs, administered by others, for a variety of fish contaminants, including but not limited to mercury.

Start/End Dates: 10/01/1999 thru Lead Person: ESTABROOK, ROBERT

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: INSTREAM FLOW PROTECTION (Current)

Description: Implement the instream flow protection provisions of RSA 483, including adoption and implementation of administrative rules

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: A2 Assess methods (IHA) of defining expected streamflow for specific river reaches (Current)

Description: Evaluate methods for bracketing expected streamflow conditions and describing acceptable flow variability

Start/End Dates: 09/30/2002 thru 12/31/2004 Lead Person: IVES, C. WAYNE

Activity: A3 Develop a Target Fish Community dataset and process to apply to streams statewide (Current)

Description: Develop TFC data, appropriately subdivided, so as to apply to stream types within the state, but specifically and preliminarily for the Lamprey and Souhegan Rivers, and define the process for creating a reach-specific TFC.

Start/End Dates: 09/30/2002 thru Lead Person: IVES, C. WAYNE

Deliverable: 5 Collect appropriate fish data sets from other NH agencies and from other states

Description: Define data types needed and request access to these data. Data age, collection methods, site locations and conditions should be identified for quality control to qualify the data as meeting the reference reach definition and to segregate these data sets by hydrologic parameters.

Start/End Dates: 09/30/2002 thru 06/03/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 5 Data Sets

Deliverable: 6 Develop Target Fish Community using regional data

Description: Using data from adjacent states and regional agencies, increase the dataset and rerun TFC Relative Species Abundances for various levels of stratification of the dataset (stream order, ecoregion) as allowed by availability of data.

Start/End Dates: 12/31/2002 thru 12/31/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Reports, Drafts

Deliverable: 7 Define BFC for Lamprey River

Description: Using data collected from BFC sampling in August 2003, complete sampling report with BFC for Lamprey River Designated Reach with input from cooperating agencies.

Start/End Dates: 07/01/2003 thru 03/31/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Reports, Final

Deliverable: 8 Report on results of NH reference fish data data set evaluation

Description: Report on the results of Deliverable 3 Develop Target Fish Communities using DES dataset.

Start/End Dates: 03/01/2005 thru 09/30/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Reports, Final

Activity: B1 Implement and administer Instream Flow Rules and legislation (Current)

Description: Once rules are adopted, implement and administer the rules

Start/End Dates: 07/01/2001 thru Lead Person: IVES, C. WAYNE

Activity: B2 Protected Instream Flow Study for Lamprey River Designated Reach (Current)

Description: Contract, conduct or coordinate activities required to complete a PISF study for supporting a Water Management Plan on the Lamprey and Souhegan Designated Reaches

Start/End Dates: 10/01/2002 thru Lead Person: IVES, C. WAYNE

Deliverable: 1 Develop a draft Scope of Work for conducting the Lamprey River PISF

Description: Based on final rules, define activities to complete the Protected Instream Flow Study such that it will adequately support decision making under the Water Management Planning process.

Start/End Dates: 09/30/2002 thru 03/31/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Workscopes

Deliverable: 3 Hire Lamprey PISF contractor

Description: Secure and budget funding, publish RFQ and RFP, conduct interviews and price negotiation, submit G&C for contract approval. Assume funding available from NH Leg. by July 1, 2003, else from federal sources by between December 2003 and March 2004.

Start/End Dates: 07/01/2003 thru 12/31/2004 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Contracts

Deliverable: 4 Conduct or coordinate on-stream surveys of instream uses on the Lamprey River

Description: Using the list of instream uses, collect biological and sociological information to support definition of the timing and quantities of flow needs of the instream uses. Survey information will be compiled and become part of the PISF report to be reviewed by the TRC and WMPAA Committees and ultimately by the general public.

Start/End Dates: 12/31/2003 thru 09/30/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Surveys

Deliverable: 5 Review Lamprey PISF Report

Description: Final DES review of PISF Report and approval for next step of review in public hearing.

Start/End Dates: 01/01/2005 thru 03/01/2006 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Reports, Final

Deliverable: 6 Public Hearing on Lamprey PISF

Description: Distribute PISF and allow time for review. Prepare for and conduct a public hearing for testimony on PISF. Publish comments and responses to web.

Start/End Dates: 03/01/2005 thru 06/30/2006 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Hearings

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: INSTREAM FLOW PROTECTION (Current)

Activity: B2 Protected Instream Flow Study for Lamprey River Designated Reach (Current)

Deliverable: 7 Establish Protected Instream Flow on Lamprey River Designated Reach

Description: Based on PISF Report, public hearing, and revisions, establish the PISF on the Lamprey River and use for developing the WMP.

Start/End Dates: 07/01/2005 thru 09/30/2006 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Plans

Activity: B3 Water Management Plan for Lamprey River Designated Reach (Current)

Description: Develop Water Management Plans for each Designated Reach based on results of the Protected Instream Flow Studies and negotiations with AWUs and ADOs with advice and input from each river's Technical and Advisory Committees and from public hearings. Anticipates funding from state legislature after July 1 2003.

Start/End Dates: 07/01/2003 thru Lead Person: IVES, C. WAYNE

Deliverable: 1 Develop Lamprey WMP Scope of Work

Description: Based on final rules, define activities and schedule to complete the Water Management Plan.

Start/End Dates: 06/30/2004 thru 12/31/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Workscopes

Deliverable: 2 Hire Lamprey WMP contractor

Description: Secure and budget funding, publish RFQ and RFP, conduct interviews and price negotiation, submit G&C for contract approval. Assume funding available from NH Leg. by July 1, 2003, else from federal sources by between December 2003 and March 2004.

Start/End Dates: 06/30/2005 thru 12/31/2006 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Contracts

Activity: B4 Develop GIS tools to support instream flow rules. (Current)

Description: Once the instream flow rules are finalized, GIS tools will need to be created to assist in implementing them.

Start/End Dates: 03/01/2002 thru Lead Person: IVES, C. WAYNE

Deliverable: Develop GIS processes for tracking WMPs

Description: Developing GIS processes for tracking and displaying water use, stream flow or management activities under the Souhegan and Lamprey WMPs.

Start/End Dates: 01/01/2005 thru 12/07/2007 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Applications, GIS

Deliverable: Improvements to GIS processes for Annual Water Use vs. Stream Flow Reporting

Description: Document and develop GIS methods to combine GIS coverages with the Water Use database resulting in maps and data sets for the water use versus stream flow assessment required by Env-Ws 1903.02

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Applications, GIS

Activity: B5 Develop a flow management policy for state-owned dams (Current)

Description: In consultation with state, federal and local organizations to ensure protection of instream flows

Start/End Dates: 06/06/2001 thru Lead Person: IVES, C. WAYNE

Deliverable: Flow Management Policy for State-owned Dams

Description: Coordinate with other Agencies with ownership or operational interest in dam management to define policy that will include instream flow maintenance as one of the considerations for impoundment management. END DATE EXTENDED FROM 09/30/02

Start/End Dates: 10/01/2001 thru 12/31/2007 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Policy

Activity: C1 Protected Instream Flow Study for Souhegan River Designated Reach (Current)

Description: Contract, conduct or coordinate activities required to complete a PISF study for supporting a Water Management Plan on the Souhegan Designated Reach

Start/End Dates: 09/30/2003 thru Lead Person: IVES, C. WAYNE

Deliverable: 5 Review Souhegan PISF Report

Description: Final DES review of PISF Report and approval for next step of review in public hearing

Start/End Dates: 01/01/2005 thru 03/01/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Reports, Final

Deliverable: 6 Public Hearing on Souhegan PISF

Description: Distribute PISF and allow time for review. Prepare for and conduct a public hearing for testimony on PISF. Publish comments and responses to web.

Start/End Dates: 03/01/2005 thru 06/30/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Hearings

Deliverable: 7 Establish Protected Instream Flow for Souhegan River Designated Reach

Description: Based on PISF Report, public hearing, and revisions, establish the PISF on the Lamprey River and use for developing the WMP.

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Plans

Activity: C2 Water Management Plan for Souhegan River Designated Reach (Current)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: INSTREAM FLOW PROTECTION (Current)

Activity: C2 Water Management Plan for Souhegan River Designated Reach (Current)

Description: Develop Water Management Plans for each Designated Reach based on results of the Protected Instream Flow Studies and negotiations with AWUs and ADOs with advice and input from each river's Technical and Advisory Committees and from public hearings. Anticipates funding from state legislature after July 1 2003.

Start/End Dates: 07/01/2003 thru Lead Person: IVES, C. WAYNE

Activity: D Develop a process for estimating and reporting daily aggregate water use and streamflow (Current)

Description: Develop an automated process for estimating and reporting daily aggregate water use and streamflow at each withdrawal or return location on a designated river and comparing aggregate water use to the General Standard

Start/End Dates: 07/01/2001 thru Lead Person: IVES, C. WAYNE

Deliverable: Computer program to estimate daily water use and streamflow

Description: Develop and test a computer program, probably in Fortran or C, to estimate aggregate daily water use and daily streamflow at any designated river location, and compare to General Standard or water management plan requirements. Use Contoocook pilot as an example

Start/End Dates: 04/02/2002 thru 03/31/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 Computer software

Deliverable: Contoocook River pilot project

Description: Develop daily estimates of streamflow and aggregate water use for withdrawal and return points on designated reaches of the Contoocook River, using existing water use and streamflow records for 1999

Start/End Dates: 07/01/2001 thru 06/01/2005 Lead Person: IVES, C. WAYNE Qty/Unit: 1 report

Activity: D Upgrade stream gaging network to support administration of ISF rules (Current)

Description: To administer the rules, more gaging stations will be needed with accurate real-time flow data, especially during low flows

Start/End Dates: 12/01/2001 thru Lead Person: IVES, C. WAYNE

Deliverable: Workplan and priority list for new /upgraded streamgages for ISF administration

Description: Write workplan and priority list for enhanced streamgage network for ISF administration. Coordinate with USGS, OEM, and Dam Bureau on cooperative plan. Determine funding requirements.

Start/End Dates: 12/01/2001 thru 12/31/2007 Lead Person: IVES, C. WAYNE Qty/Unit: 1 workplan/priority list

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LAKE ASSESSMENTS (Current)

Description: This is the long-term lake quality monitoring program, excluding the volunteer lake assessment program. It consists of the lake trophic survey program and the acid rain and ponds trend program.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Acid Rain Trend Program (Current)

Description: Conduct trend monitoring on wet precipitation and on selected lakes and ponds for acid rain related parameters, keep abreast of the acid rain literature and participate in acid rain control activities.

Start/End Dates: 10/01/1999 thru Lead Person: ESTABROOK, ROBERT

Deliverable: Participate on NEG/ECP Acid Rain Action Plan, WQ monitoring work group

Description: participate in meetings, conference calls and data collection activities for the Water Quality Monitoring Work Group for the NEG/ECP acid rain action plan

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Conference Calls

Deliverable: conduct chemical analyses for acid rain monitoring under this activity

Description: The total number of chemical analyses run for the various deliverables listed under the acid rain trend program activity is tracked here. Analyses will be reported on an annual calendar year basis; generally during the 2nd FFY quarter (Jan-Mar) the total number of analyses for the previous calendar year will be reported.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 850 Analyses

Deliverable: monitor 20 non-remote ponds for acid rain parameters

Description: collect samples from the outlet of 20 non-remote ponds twice per year, during spring and fall overturn, and analyze for acid rain related parameters.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 40 Site Visits

Deliverable: monitor 25 remote ponds for acid rain parameters

Description: collect samples from 25 remote ponds by helicopter in the spring in cooperation with NH Fish & Game and analyze for acid rain related parameters.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 25 Site Visits

Deliverable: monitor wet deposition for acid rain parameters

Description: collect wet precipitation on an event basis at the DES offices in Concord (gauge on roof) and analyze for pH, sulfate and nitrate.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WARREN, KENNETH Qty/Unit: 30 Events

Deliverable: operate and maintain acid rain database

Description: operate and maintain a database for the acid rain precipitation data. The unit is 1 database maintained and will be reported as .25 completed on a quarterly basis if database is up to date.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Databases

Activity: Lake Trophic Survey Program (Current)

Description: Conduct comprehensive physical, chemical and biological monitoring on approximately 40 lakes each year, sampling once in the winter and once in the summer.

Start/End Dates: 10/01/1999 thru Lead Person: ESTABROOK, ROBERT

Deliverable: Conduct chemical and biological analyses

Description: The total number of chemical and biological analyses run for the lake trophic surveys is tracked here.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1700 Analyses

Deliverable: Prepare annual report

Description: annual report of a previous years summer and winter surveys is prepared, including data tables, bathymetric map, DO/Temp profile and a plant map showing type, location and abundances of macrophyte growth.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Reports, Final

Deliverable: annual work plan

Description: Prepare annual work plan listing the lakes to be surveyed during the coming season..

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Plans

Deliverable: conduct summer and winter sampling

Description: Sample once in summer and once in winter; summer surveys include macrophyte mapping and bathymetric sounding along with DO/temp profile, plankton and chemical sampling at two to three depths at the deep spot; two depths are sampled in winter.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 80 Site Visits

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LAKE ASSESSMENTS (Current)

Activity: Lake Trophic Survey Program (Current)

Deliverable: maintain lake trophic survey databases

Description: Operate and maintain various databases, linked by lake and town, for the lake trophic survey data. Chemical and DO/temp data is now maintained in the EDB but Access databases continue to be maintained for morphological, planktonic, trophic, and macrophyte data. Unit is 4 databases maintained; will report as 1 completed each quarter if databases up to date.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 4 Databases

Activity: Special Lake Studies (Current)

Description: lake assessments other than acid rain and trophic surveys

Start/End Dates: 10/01/2003 thru Lead Person: ESTABROOK, ROBERT

Deliverable: targeted lake sampling for potentially not support lakes

Description: 5 of the 10 lakes sampled in 03/04 were determined to be 'NS'; continue to sample the remaining 5 until 10 site visits are completed and add 5 new lakes that potentially do not support designated use based on limited samples and are currently listed as insufficient information; the original 10 lakes were high chl lakes and were sampled 3 times (June, July and August) each year; new lakes may be PNS for pH or chloride as well as chlorophyll.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 30 Site Visits

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LAKES MANAGEMENT AND PROTECTION (Current)

Description: The Legislature established the Lakes Management and Protection Program with the intent that it shall compliment and reinforce existing state and federal water quality laws and to ensure that all uses and values of our lakes and ponds are equitably managed. The Program is non-regulatory with an emphasis upon education and outreach. A major goal of the Program is to ensure that lake practices and policies are not only effective and efficient but optimize the use of our lakes while not degrading them.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Clean Marine Engine Initiative (Current)

Description: This initiative is a cooperative voluntary program between DES and the NH Marine Trades Association to encourage the state and the boating public to purchase and use cleaner, more fuel efficient outboard marine engines. The DES Air Resources Division as well as the DES Pollution Prevention Program are also partnering on this Initiative.

Start/End Dates: 10/01/1999 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Work w/EPA New England re CMEI

Description: Provide assistance to EPA when and where necessary

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 3 Assistances Provided

Deliverable: Work with Bianco Associates and participating dealers.

Description: At the end of every calendar year, request should be sent to the participating dealers to obtain their outboard engine sales. This information is then compared to the MOU to determine success.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Requests

Activity: Comprehensive Lake Inventory (Current)

Description: A comprehensive inventory for the state's lakes and their watersheds was developed in 2000. The inventory was tested on 3 lakes in 2000. The inventory needs to be revised and then applied to all lakes and ponds across the State.

Start/End Dates: 10/01/1999 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Apply the Comprehensive Lake Inventory

Description: Working with local groups and the regional planning commissions, the CLI should be implemented on lakes and ponds across the State.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Inventories

Deliverable: Publicize the NH Comprehensive Lake Inventory

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 2 Actions

Activity: Develop a Lakes Inventory Database. (Current)

Description: A comprehensive lake inventory is being piloted with a few lake associations. Once it is finalized, a database needs to be developed to track the inventory results.

Start/End Dates: 10/01/2002 thru Lead Person: SOULE, DEBORAH

Activity: Develop and Implement Lake/Watershed Plans (Current)

Description: Using the Comprehensive Lake Inventory, work with organizations/associations to develop and implement lake/watershed plans for all lakes/ponds in the state.

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Develop and implement lake management plans

Description: Working with local and other groups and once the lake inventory is completed, develop a lake management plan.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Plans

Activity: Develop and post a Lakes Program Webpage on the DES website (Current)

Description: The Lakes Program webpage contains information specific to and related to the State's Lakes Program. The webpage has been drafted; it needs to be reviewed, revised and posted to the DES website.

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Post Lakes Program webpage

Description: A draft of the webpage has been developed, it needs to be reviewed and revised and then posted to the DES website. END DATE EXTENDED FROM 09/30/02

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 webpage

Activity: Guidelines for Local Lake Management and Shoreland Protection Plans (Current)

Description: Per the Lakes Program statute, the Program must develop and publish this document which will provide municipalities, lake associations, and other organizations with guidance to develop and execute a lake management plan.

Start/End Dates: 06/01/1998 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LAKES MANAGEMENT AND PROTECTION (Current)

Activity: Guidelines for Local Lake Management and Shoreland Protection Plans (Current)

Deliverable: Develop and produce the Guidelines for Local Lake Management and Shoreland Protection Plans document

Description: Per RSA 483-A, the Lakes Program, including the Lakes Management Advisory Committee and with assistance from OSP, must develop and produce this document. DUE TO STAFF LAYOFFS, NO INTERNS AND OTHER PRIORITIES PLACED ON THE LAKES COORDINATOR, THIS DELIVERABLE MAY NOT BE COMPLETED BY 9/30/05.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Documents

Deliverable: Hold public meetings for Guidelines document

Description: Per RSA 483-A, the Lakes Coordinator and LMAC need to hold public meetings in each of the Councilor districts (of which there are 5) to present the Guidelines document to the public and solicit their feedback. END DATE EXTENDED FROM 09/30/02.

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 5 meetings

Activity: Provide staff support to the Lakes Management Advisory Committee. (Current)

Description: The LMAC meets monthly. The purpose of the committee is to provide guidance to the Lakes Management and Protection Program and to the Department regarding lake, shoreland and watershed issues.

Start/End Dates: 03/25/1992 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Coordinate state property disposals per RSA 483-A

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 5 Properties

Deliverable: Determine agenda for LMAC meetings and maintain the meeting minutes.

Description: DUE TO STAFF LAYOFF AND NO INTERNS, THE LMAC IS NOT MEET MORE THAN 8 TIMES WITHIN THE CALENDAR YEAR.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 8 Agendas

Deliverable: Represent the LMAC before the Legislature.

Description: Review proposed lake-related legislation, bring it to the LMAC, prepare testimony letters and testify on behalf of the LMAC.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 2 Letters

Activity: Public Waters Access Advisory Board (Current)

Description: Serve as DES liaison to the Public Waters Access Advisory Board of the NH Dept. of Fish and Game. Assist internal and external organizations regarding public access to our waterbodies.

Start/End Dates: 01/01/1994 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Attend meetings of the PWAAB and provide assistance regarding access issues

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 6 Meetings

Deliverable: Prepare Annual Report of DES Activities for the PWAAB

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Reports, Final

Deliverable: Provide assistance regarding the development of public access sites

Description: Beginning in August 2004, the Lakes Coordinator became one of the lead persons regarding the development of a public access launch site on Lake Winnisquam. Due to Governor Benson's commitment to have a state launch site on Lake Winnisquam by August 2005, the Lakes Coordinator will be directing a great deal of time and energy to this effort.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Sites

Deliverable: Work with DES Dam Bureau to develop and/or enhance DES facilities

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 2 Reviews

Activity: Review Lake-Related Legislation (Current)

Description: Every session the Legislature proposes legislation which affects the lakes of New Hampshire. It is appropriate for the Lakes Program and DES to review this legislation, develop a position, work with legislators to amend or modify the legislation and to testify before the General Court.

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Attend legislative hearings and committee meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 3 Meetings

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LAKES MANAGEMENT AND PROTECTION (Current)

Activity: Review Lake-Related Legislation (Current)

Deliverable: Prepare written and oral testimony on behalf of the department

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 2 Letters

Activity: Sister Lakes Program (Current)

Description: This program is a cooperative effort between DES and the UNH Cooperative Extension - Lakes Lay Monitoring Program. Lake Winnepesaukee is a "sister lake" with the Sea of Galilee in Israel. The Israel Ministry of the Environment and several local, regional and federal organizations, both in the U.S. and Israel are contributing to this program.

Start/End Dates: 06/01/1994 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Activity: Study of the Economic Values of the Surface Waters of New Hampshire. (Current)

Description: This study is being conducted in an effort to quantify some of the numerous uses and values of our waterbodies and to assign an economic value to those uses. This study is being developed as a cooperative effort between DES, NH Lakes Assn., NH F&G, and several lake and river organizations.

Start/End Dates: 01/01/2000 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Continue to partner with NHLA, GCG, and other organizations to coordinate the Study

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 4 Meetings

Deliverable: Develop and produce Phase III of the Study

Description: This is the third and final phase of the Study. The purpose of Phase III is to determine how the deterioration of water quality/clarity affects the economic value of fishing, swimming, boating, surface waters as DWS and property values.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 1 Reports, Final

Activity: Technical Assistance - Outreach and Education (Current)

Description: A major component of the Lakes Program is to provide assistance to and/or cooperate with agencies, organizations, citizens, and government regarding lake related issues.

Start/End Dates: 10/01/1999 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Deliverable: Prepare and make presentations to Lake Associations and other groups

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 4 Presentations

Deliverable: Provide Assistance to the Town of Meredith and the Waukewan Watershed Advisory Committee

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 5 Meetings

Deliverable: Provide assistance to other DES divisions and/or bureaus

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 2 Assistances Provided

Deliverable: Provide technical assistance to federal, state and local agencies

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 4 Requests

Deliverable: Provide technical assistance to the public

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 6 Requests

Deliverable: UNH Lakes Management Class

Description: Co-teach class with Jim Haney, Al Baker and Jeff Schloss

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 3 Classes

Activity: UNH Biotoxin Data (Current)

Description: UNH collects biotoxin data for several surface waters in the state. This data should be correlated with surface public drinking water supplies.

Start/End Dates: 11/01/2001 thru 09/30/2005 Lead Person: COLBURN, JACQUIE

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LAKES MANAGEMENT AND PROTECTION (Current)

Activity: UNH Biotoxin Data (Current)

Deliverable: Cyanobacteria/Blue Green Algae - Public Education Campaign

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COLBURN, JACQUIE Qty/Unit: 4 Requests

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LIMNOLOGY CENTER (Current)

Description: To provide quality chemical and biological analyses for freshwater bodies and pools throughout the state.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Complaint investigations (Current)

Description: Record, investigate and resolve lake related complaints.

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Complaint Investigations

Description: Complaint investigations requiring field investigations.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: CHAPMAN, ANDREW Qty/Unit: 10 Investigations

Deliverable: Complaint Investigations

Description: Complaint investigations requiring field investigations.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 10 Investigations

Deliverable: Investigate complaints

Description: Investigate complaints logged onto the complaints data base.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 100 Complaints

Activity: Equipment maintenance and ordering (Current)

Description: The ordering and maintenance of field and laboratory equipment, including inspection and maintenance of vehicles, snowmobiles and boats, motors and trailers.

Start/End Dates: 10/01/1999 thru Lead Person: ASHLEY, SCOTT

Deliverable: Maintenance and repair of boats, vehicles and equipment

Description: Perform all needed maintenance and repair of boats, vehicles, and equipment assigned to the Limnology Center

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ASHLEY, SCOTT Qty/Unit: 1 Activities

Activity: Limnology Center Operations (Current)

Description: Create Limnology Center Reports

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Annual QA Self Assessment for prior year.

Description: Complete annual QA Self Assessment for prior year.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 1 QA/QCs (Quality Assurance/Quality Control)

Deliverable: Limnology Center Quality Assurance Manual Annual Edition

Description: Update and distribute Annual Limnology Center QAQC Manual

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 1 Manuals

Deliverable: QAQC Workload Report

Description: Prepare Annual QAQC Workload Report tracking all Limnology Center Programs and Water Quality Monitoring.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 1 Reports, Final

Activity: Public meetings (Current)

Description: Provide education to lake associations, weed watchers and environmental groups.

Start/End Dates: 10/01/2002 thru Lead Person: CONNOR, JODY

Deliverable: Public Meetings

Description: Provide educational material to lake associations, weed watchers and other environmental groups. Educational topics include, but are not limited to Volunteer monitoring, invasive plants, cyanobacteria, and general lake related topics.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 40 Meetings

Activity: Water Quality Fact Sheets (Current)

Description: Create Water Quality Fact Sheets for specific to Biology Section/ Watershed Management Bureau.

Start/End Dates: 01/01/2003 thru Lead Person: CONNOR, JODY

Activity: Water quality analysis (Current)

Analysis provided for pH, ANC, Conductivity, TDS, Turbidity, True Color, Visual Color, Chlorophyll-a, Iron Bacteria, Aquatic macrophyte Identification, cyanobacteria toxin analyses and

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: LIMNOLOGY CENTER (Current)

Activity: Water quality analysis (Current)

Description: Plankton. The Limnology Center maintains an aquatic plant herbarium and provides microwave digestion and freeze drying.

Start/End Dates: 10/01/1999 thru Lead Person: CONNOR, JODY

Deliverable: Conduct Limnological Analyses

Description: Conduct physical, chemical and biological analyses at the Limnology Center and Satellite laboratories.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CONNOR, JODY Qty/Unit: 15000 Analyses

Deliverable: Limnology Center Quality Assurance Manual

Description: Annually update the Limnology Center QA Manual for the upcoming year. Changes are made throughout the calendar year, finalized by the end of December. QA Manual is distributed in Spring of that year.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: CHAPMAN, ANDREW Qty/Unit: 1 Documents

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: NH COASTAL PROGRAM (Current)

Description: NHCP gained federal approval in 1982 under the provisions of the Coastal Zone Management Act. In January 2004, the official coastal zone boundary was expanded from a narrow band along the coast and Great Bay to now incorporate all 17 coastal communities in their entirety. NHCP provides technical assistance and grants to the seventeen coastal communities, non-profit organizations, state agencies, public school districts, and research institutions. Major programs include habitat restoration, competitive grants, coastal non-point pollution control program, federal consistency review, technical assistance and outreach/education. NHCP is networked with other state agencies which help enforce the program's 16 coastal policies and conduct reviews of projects in the NH coastal zone -- several enforcement positions are funded within other bureaus within DES.

Start/End Dates: 07/01/2004 thru PAUs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Coastal Cleanup (Current)

Description: Conduct annual coastal cleanup.

Start/End Dates: 10/01/2004 thru Lead Person: POWER, MARY

Deliverable: Coastal Cleanup

Description: Conduct annual coastal cleanup.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: POWER, MARY Qty/Unit: 1 Events

Activity: Coastal Nonpoint pollution control program (Current)

Description: NHCP nonpoint staff will oversee the implementation of the CNPCP

Start/End Dates: 10/01/2004 thru Lead Person: SOULE, SALLY

Deliverable: Annual approval for CNPCP from NOAA

Description: Gain federal approval on annual implementation plan for the coastal nonpoint pollution control program

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SOULE, SALLY Qty/Unit: 1 Approvals

Activity: Competitive Grants Program (Current)

Description: Develop and manage projects funded under the competitive and technical assistance grants

Start/End Dates: 10/01/2004 thru Lead Person: MURPHY, DAVID

Deliverable: Competitive and technical assistance grants

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MURPHY, DAVID Qty/Unit: 22 Contracts

Deliverable: Semi-annual reports to NOAA

Description: Complete semi-annual reports to NOAA

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MURPHY, DAVID Qty/Unit: 2 Reports, Final

Activity: Consistency Review (Current)

Description: Staff will conduct reviews of and coordinate appropriate oversight by other state agencies for: direct federal agency activities, federal licenses and permits, and federal financial assistance/intergovernmental review affecting NH coastal resources. Staff will input program amendments and routine program changes to reflect new/amended legislation and regulations and ensure that NHCP policies are appropriate.

Start/End Dates: 10/01/2004 thru Lead Person: WILLIAMS, CHRISTIAN

Deliverable: Consistency Reviews

Description: Conduct federal consistency reviews.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, CHRISTIAN Qty/Unit: 60 Reviews

Activity: Management and administration (Current)

Description: Overall management and administration of the NOAA grant to the NHCP. Includes management of office operations; staffing management; MOA's; assessing other programs and funds to implement the NHCP; and 312 program reviews.

Start/End Dates: 10/01/2004 thru Lead Person: DIERS, THEODORE

Deliverable: Federal Reports

Description: Semi-annual reports to OCRM

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DIERS, THEODORE Qty/Unit: 2 Reports, Final

Activity: Restoration Program (Current)

Description: The NHCP staff funded with 309 funds, along with the restoration specialist, will work in the areas of community assistance and project inventory.

Start/End Dates: 10/01/2004 thru Lead Person: DROCIAK, JENNIFER

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: NH COASTAL PROGRAM (Current)

Activity: Restoration Program (Current)

Deliverable: Projects and contracts

Description: Develop and manage restoration projects or contracts.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: DROCIAK, JENNIFER Qty/Unit: 12 Projects

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: PERMIT EVALUATIONS (Current)

Description: Evaluate and recommend action on pesticide permits and NPDES permits requiring biological monitoring.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: NPDES Stormwater Permits: Technical Assistance (Current)

Description: Provide technical assistance regarding NPDES Stormwater Permits (MS4 and CGP). Includes checking on status of waters that are impaired or waters that have TMDLs, responding to inquiries and providing guidance on how to determine stormwater pollutant loadings.

Start/End Dates: 10/01/2004 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Technical Assistance for NPDES Stormwater Permit Issues

Description: Provide technical assistance regarding NPDES Stormwater Permits (MS4 and CGP). Includes checking on status of waters that are impaired or waters that have TMDLs, responding to inquiries and providing guidance on how to determine stormwater pollutant loadings.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 5 Assistances Provided

Activity: NPDES WWTF Permits: Technical Assistance (Current)

Description: Review NPDES WWTF permits for compliance with water quality standards and assist with development of methods to determine effluent limits. Number of permits is contingent upon the number of draft permits issued by the EPA and the Permits Section of the DES Wastewater Engineering Bureau.

Start/End Dates: 10/01/2001 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Technical assistance for NPDES permits issued for WWTFs

Description: Provide technical assistance for NPDES permits issued for WWTFs

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 5 Assistances Provided

Activity: NPDES permit biological evaluations (Current)

Description: Review, evaluate and recommend action on biological monitoring programs for NPDES permits.

Start/End Dates: 10/01/2001 thru Lead Person: ESTABROOK, ROBERT

Deliverable: Review and evaluate biological monitoring programs for NPDES permits

Description: Participate on technical advisory committees, review annual monitoring reports, and evaluate and recommend changes to biological monitoring programs for Seabrook Station, Vermont Yankee, Merrimack Station and other thermal discharge permits or other NPDES permits requiring biological monitoring, as needed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 5 Reviews

Activity: Pesticide permit evaluations (Current)

Description: Review, evaluate and recommend action to the Pesticide Control Division on pesticide permit applications related to surface waters.

Start/End Dates: 10/01/1999 thru Lead Person: ESTABROOK, ROBERT

Deliverable: Pesticides database

Description: Maintain database of pesticide use in NH lakes and ponds. Unit is 1 database maintained; will report as .25 complete each quarter if database up to date.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Databases

Deliverable: recommend action on 55 pesticide permits per year

Description: Review, evaluate and recommend action on approximately 55 pesticide permits each year dealing with aquatic nuisances, mosquitoes/black flies, and applications within public water supply watersheds.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 55 Permits Reviewed

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: POOL AND SPA INSPECTIONS (Current)

Description: The Public Bathing Facility ("PBF") program reviews design applications and issues permits for all PBFs, including swimming pools, spas, wading pools, therapy pools, and special recreation pools. The PBF program also conducts an extensive inspection program. The inspection program is designed to help establishments such as hotels, motels, water parks, campgrounds, health clubs, schools, municipalities, and condominiums comply with applicable PBF requirements, so as to protect the health and safety of the patrons that use New Hampshire's PBFs. The PBF program offers technical assistance on an as-needed basis to the public, pool installers, municipalities, owners, and operators.

Start/End Dates: 01/01/1996 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Complaints (Current)

Description: The PBF program investigates complaints received from the general public, health officers, or other town officials.

Start/End Dates: 10/01/1996 thru Lead Person: WILSON, RICHARD

Deliverable: Complaint Investigations

Description: Investigate all complaints.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 15 Inspections

Activity: Design Review (Current)

Description: Reviews and issues permits for PBF design to ensure compliance with Env-Ws 1100.

Start/End Dates: 01/01/1959 thru Lead Person: WILSON, RICHARD

Deliverable: Design Review

Description: Review designs for new or renovated swimming pools and spas and issue permits.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 30 Permits Issued

Activity: Education and Outreach (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: WILSON, RICHARD

Deliverable: 1a Annual News Letter

Description: Annual News Letter to all pool operators

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 1 Newsletters

Deliverable: 3a Enhance pool outreach materials

Description: Enhance pool outreach materials, such as Fact Sheets

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 1 Fact Sheets

Deliverable: 3b Revise public bathing facility operators manual

Description:

Start/End Dates: 10/01/2001 thru 12/01/2004 Lead Person: WILSON, RICHARD Qty/Unit: 1 new manual

Activity: Enforcement (Current)

Description: Enforcement actions are initiated if Public Bathing Facilities are not in compliance with Env-Ws 1100 and or if they continue to not be in compliance.

Start/End Dates: 10/01/1996 thru Lead Person: WILSON, RICHARD

Deliverable: Administrative Fines

Description: An establishment is issued an administrative fine for violations with RSA 485-A:26 and/or Env-Ws 1100.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 1 Notifications

Deliverable: Administrative Order

Description: An Administrative Order is issued if violations of RSA 485-A:26 and/or Env-Ws 1100 continue to exist.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 1 Administrative Orders

Deliverable: Letter of Deficiency

Description: Letters of Deficiency are letters that outline the deficiencies and ask for compliance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 50 LODs (Letters of Deficiency)

Deliverable: Notice of Deficiency

Description: A Notice of Deficiency is a carbon copy inspection report that outlines deficiencies noticed in an inspection. The pool operator and DES inspector both sign the inspection report.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 30 NODs (Notices of Deficiency)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: POOL AND SPA INSPECTIONS (Current)

Activity: Inspections (Current)

Description: The PBF program inspects public pools and spas for compliance with Env-Ws 1100. We cover the entire state with the exception of Manchester, Nashua, Merrimack. These 3 cities have their own inspection program. The indoor pools and spas are inspected once a year. The outdoor pools and spas are inspected atleast every 3 years.

Start/End Dates: 10/01/1996 thru Lead Person: WILSON, RICHARD

Deliverable: Inspections

Description: Routine inspections for compliance. All indoor pools and spas are inspected annually. Outdoor pools and spas are inspected at least every 3 years.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 500 Inspections

Deliverable: Retest Inspections

Description: Pools and Spas that have had bacterial violations are retested.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 75 Inspections

Activity: Program Development (Current)

Description: Development of a QA Manual including standard operating procdures for insptions, analysis, data management, permit review, and enforcement.

Start/End Dates: 12/01/2002 thru Lead Person: WILSON, RICHARD

Deliverable: Add apendicies to QA Manual

Description: Add SOPs for enforcement and permit review to the QA Manual.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 1 Manuals

Activity: Revise Env-Ws 1100 (Current)

Description: Revise the PBF rules and regulations.

Start/End Dates: 01/01/2001 thru Lead Person: WILSON, RICHARD

Deliverable: Adopting Rules

Description: END DATE EXTENDED FROM 9/30/04. The final Adoption of the new rules.

Start/End Dates: 06/01/2003 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 1 Rules

Deliverable: Meetings with constituents

Description: Meet with pool operators, designers, installers, campgrounds, hotel industry, condos to discuss proposed revisions

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILSON, RICHARD Qty/Unit: 3 Meetings

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: RIVERS MANAGEMENT AND PROTECTION (Current)

Description: The Rivers Management and Protection Program was established to formally recognize New Hampshire Rivers characterized by outstanding natural, historic, cultural, and economic resources. The program includes significant interaction with local communities through the development and implementation of river corridor management plans. The program has specific regulatory authority including permit reviews, a limited number of setback requirements for certain land uses, dam construction, and instream flow administrative rule development. The intent of the program is to complement and reinforce existing state and federal water quality laws while simultaneously respecting reasonable on-water and off-water uses of the resources associated with designated rivers.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Administer Nomination Rules authorized by RSA 483 (Current)

Description: RSA 483:11 authorizes DES to develop rules that outline the documentation and process necessary to nominate a river for designation.

Start/End Dates: 02/04/2004 thru Lead Person: COUTURE, STEVEN

Deliverable: Readopt River nomination rules

Description: River nomination rules, slated to be adopted as Env-WS 1800, will go through the rule making process

Start/End Dates: 02/04/2004 thru 12/31/2004 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Rules

Activity: Coordinate NH Stream Team Activities (Current)

Description: The NH Stream is an informal committee focussed on developing a regional hydrologic reference curve and promotion of natural stream channel design.

Start/End Dates: 01/01/2003 thru Lead Person: COUTURE, STEVEN

Deliverable: Assist in the development of Regional Hydraulic Reference Curve

Description: Reference sites have been selected to develop a regional hydraulic reference curve for NH. The NHDES Rivers Coordinator will assist in surveying the selected sites.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 6 Surveys

Deliverable: Coordinate NH Stream Team meetings

Description: The NHDES Rivers Coordinator has assumed the role of coordinator/facilitator for NH Stream Team activities, including organizational meetings.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 6 Meetings

Deliverable: Coordinate meeting of New England regional reference curve stakeholders

Description: NHDES Rivers Coordinator will coordinate/facilitate meeting of New England regional reference curve stakeholders. This will enable the participants to gain a better understanding of the status and focus of their colleagues' efforts.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Meetings

Deliverable: Develop NCS&D & Streambank stabilization guidelines

Description: One of the goals of the NH Stream Team is to develop guidelines for natural stream channel design and streambank stabilization that could be referenced in the NHDES Wetland Bureau administrative rules. Finding and securing funding is also needed to act on this deliverable.

Start/End Dates: 01/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Guidelines

Activity: Local Advisory Committee membership support (Current)

Description: There are 14 LACs associated with the RMPP. The members of the LACs are nominated by the river corridor municipalities and appointed by NHDES.

Start/End Dates: 10/01/2002 thru Lead Person: COUTURE, STEVEN

Deliverable: Issue requests fo LAC recruitment letters

Description: RMPP staff will respond to LAC requests for membership recruitment by sending nomination solicitation letters to the communities requested.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 20 Letters

Deliverable: Process municipal nominations for LACs

Description: The LAC member nominations received by NHDES will be processed according to RMPP standard procedures, which include completion of a nomination checklist, a nominee questionnaire, appointment letters, and contact information data entry.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 40 Letters

Deliverable: Provide membership update to the LACs

Description: On an annual basis RMPP staff will provide the LACs with a membership updates.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 25 Updates

Deliverable: Revise appointment letter SOP

Description: The appointment letter SOP will be revised on annual basis to reflect any necessary changes.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 2 Revisions

Activity: Permit review and comment (Current)

Description:

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: RIVERS MANAGEMENT AND PROTECTION (Current)

Activity: Permit review and comment (Current)

RSA 483 provides an opportunity to review and comment on applications for permits, certificates, or licenses within the designated river corridor.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Attend monthly Department of Transportation natural resource agency meetings

Description: Meetings preview upcoming DOT projects and provide an opportunity for resource agency coordination.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 8 Meetings

Deliverable: Notify LACs of Permitting activities within the designated corridors

Description: On a regular basis RMPP staff will send an email to the LACs that includes any notifications received for permitting activities within the designated river coordinator.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 90 Notifications

Deliverable: RMPP staff comments and reviews

Description: RMPP staff will review and comment on select permit applications.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 20 Reviews

Activity: Provide assistance to the Rivers Management Advisory Committee (Current)

Description: The RMAC meets monthly to discuss and consider river-related management issues rivers throughout NH. The committee serves to provide a broad range of viewpoints from various interest groups and assists the Department in making river management decisions.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Coordinate state property disposals subject to RSA 483

Description: Serve as agency liaison between RMAC and CORD for state property disposals that are subject to RSA 483 and the procedure adopted by the RMAC.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 6 Reviews

Deliverable: Draft and distribute RMAC letters

Description: RMPP staff will draft and distribute letters on behalf of the RMAC

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 6 Letters

Deliverable: Provide RMAC with Legislative updates

Description: During legislative sessions RMPP staff will provide the RMAC with legislative updates

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 40 Updates

Deliverable: Provide staff support for RMAC meetings

Description: Prepare and distribute agendas and associated meeting information, prepare minutes, and post agenda and minutes on DES website

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 8 Meetings

Activity: Public education and outreach programs and information development (Current)

Description: The RMPP serves to educate and provide information to the general public so that informed river management decisions can be made by local communities.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Attend River & Watershed events with RMPP display

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 8 Events

Deliverable: Publish RMPP Newsletter

Description: An annual publication devoted to summarizing local advisory committee activities for the past year, special projects conducted by the Rivers Program, and educational articles on river-related topics.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 2 Newsletters

Deliverable: River and Watershed Conference

Description: RMPP in cooperation with the NH Rivers Council and other NHDES Watershed Management Bureau programs will host a conference in November of 2003 and November of 2004. The conference will serve to educate the general public about relevant watershed management initiatives / activities.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 2 Conferences

Activity: Review and track river-related legislation (Current)

Description:

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: RIVERS MANAGEMENT AND PROTECTION (Current)

Activity: Review and track river-related legislation (Current)

Each Legislative session new bills or amendments to existing bills are introduced and considered by the legislature. The Rivers Coordinator serves as the agency's primary staff person to review, track, and testify where necessary on such bills.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Dissemination of relevant legislative information to Local Advisory Committees

Description: Increase awareness through electronic or written notification to local advisory committees on river-related legislation

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 10 Notifications

Deliverable: Prepare written and oral testimony

Description: Preparation of written and/or oral comments on river-related legislation

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 5 Testimonies

Activity: River Management Plans Development and Implementation (Current)

Description: For each designated river there is an associated river corridor management plan that has either been completed or is under development.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Isinglass River pre-Management Plan education and outreach grant

Description: Provide assistance to Local Advisory Committee in implementation pre-management plan education and outreach grant. This will include attendance of up to 6 meetings.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: COUTURE, STEVEN Qty/Unit: 6 Meetings

Deliverable: Assist CRJC Implement Fluvial Geomorphology Assessment grant

Description: Provide technical assistance to the CRJC to implement a fluvial geomorphic assessment grant for the the Upper Ct mainstem

Start/End Dates: 02/02/2004 thru 09/30/2006 Lead Person: COUTURE, STEVEN Qty/Unit: 3 Meetings

Deliverable: Cold River Management Plan

Description: Provide assistance to Local Advisory Committee in development of final draft of Cold River Management Plan. This will include attendance of up to 8 meetings.

Start/End Dates: 01/01/2004 thru 04/01/2005 Lead Person: Vacant Qty/Unit: 1 Plans

Deliverable: Isinglass River Management Plan grant proposal

Description: Assist Local Advisory Committee develop grant proposal to support watershed/corridor management plan development.

Start/End Dates: 05/30/2004 thru 12/31/2004 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Proposals

Deliverable: Lower Merrimack River Management Plan

Description: Assist the Lower Merrimack LAC and Nashua Regional Planning Commission develop a river corridor and watershed management plan for the Lower Merrimack

Start/End Dates: 02/02/2004 thru 09/30/2006 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Plans

Deliverable: Management Plan Inventory Update

Description: On an annual basis RMPP staff will request an update of the LAC management plan inventory.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 2 Updates

Activity: River Policy (Current)

Description: The Rivers Coordinator is responsible for assisting in the development of river policy relevant to the RMPP. This entails coordinating internal efforts or participating in ad hoc committees.

Start/End Dates: 10/01/2003 thru Lead Person: COUTURE, STEVEN

Deliverable: ORW Translator

Description: The Rivers Coordinator will facilitate efforts to develop an ORW translator for the NH Water Quality Standards.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 1 Recommendations/Suggestions Implemented

Deliverable: River Restoration Task Force

Description: This stakeholder ad hoc committee helps in the implementation of dam removal projects. The Rivers Coordinator will attend up to 4 meetings on an annual basis.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 8 Meetings

Deliverable: Wetlands Mitigation Rules workgroup

Description: Rivers Coordinator will participate in the Wetlands Mitigation rules workgroup.

Start/End Dates: 03/01/2004 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 4 Meetings

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: RIVERS MANAGEMENT AND PROTECTION (Current)

Activity: Technical Assistance to Local Advisory Committees (Current)

Description: There are 14 LACs associated with the RMPP consisting of volunteer citizens with an interest in river management issues. The LACs require guidance and assistance with developing projects, interpreting data, and understanding state and federal regulations.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Respond to citizen complaints on designated rivers

Description: Perform field inspections to determine legitimacy of complaint and follow up with appropriate assistance where necessary.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 10 Complaints

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: SHELLFISH (Current)

Description: The Shellfish Program ensures that the state's shellfish are safe for consumption by those who enjoy harvesting these public resources through regular bacterial monitoring of approximately 75 stations in shellfish growing waters, performing sanitary surveys and periodic updates of shellfish growing waters, conducting weekly monitoring for Paralytic Shellfish Poisoning toxin, and other activities.

Start/End Dates: 08/12/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Classify all Remaining Unclassified Estuarine Shellfish Waters (Current)

Description: complete sanitary surveys on the estuarine waters that are not classified

Start/End Dates: 10/01/2004 thru Lead Person: NASH, WILLIAM

Deliverable: Classify Estuarine Waters that are unclassified

Description: finish sanitary surveys and classify all estuarine waters

Start/End Dates: 10/01/2004 thru 12/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 3252 Acres

Activity: Conduct Outreach and Education to Shellfish Harvesters (Current)

Description: Conduct outreach activities to shellfish harvesters including responding to calls, preparing fact sheets, updating the program website, and giving presentations.

Start/End Dates: 01/01/2005 thru Lead Person: NASH, WILLIAM

Deliverable: Give presentations to shellfish harvesters

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Presentations

Activity: Conduct a Sanitary Survey for Great Bay (Current)

Description: Formally reclassify Great Bay shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/02, 12/31/03, 9/30/04

Start/End Dates: 03/01/2001 thru 03/31/2005 Lead Person: NASH, WILLIAM

Activity: Conduct a Sanitary Survey for Little Bay (Current)

Description: Formally reclassify Little Bay shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/02, 12/31/03

Start/End Dates: 03/01/2001 thru 03/31/2005 Lead Person: NASH, WILLIAM

Deliverable: Formally Classify the Little Bay Shellfish Growing Area

Description: Classify the shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/02, 12/31/2003, 9/30/04

Start/End Dates: 01/01/2002 thru 03/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1840 water acres classified

Deliverable: Prepare a Sanitary Survey Report

Description: Prepare a report that documents all work completed to formally classify the shellfish growing area, including water sample collection, statistical analyses, shoreline survey results, and hydrographic, meteorologic, and other studies. END DATE EXTENDED FROM 6/30/02, 12/31/2003, 9/30/04

Start/End Dates: 01/01/2002 thru 03/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 report

Activity: Conduct a Sanitary Survey for the Bellamy River (Current)

Description: Formally reclassify the Bellamy River shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/02, 12/31/03

Start/End Dates: 03/01/2001 thru 03/31/2005 Lead Person: NASH, WILLIAM

Deliverable: Formally Classify the Bellamy River Shellfish Growing Area

Description: Classify the shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/02, 6/30/2003, 9/30/04

Start/End Dates: 01/01/2002 thru 03/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 432.5 water acres classified

Deliverable: Prepare a Sanitary Survey Report

Description: Prepare a report that documents all work completed to formally classify the shellfish growing area, including water sample collection, statistical analyses, shoreline survey results, and hydrographic, meteorologic, and other studies. END DATE EXTENDED FROM 6/30/02, 6/30/2003, 9/30/04

Start/End Dates: 01/01/2002 thru 03/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 report

Activity: Conduct a Sanitary Survey for the Cocheco River (Current)

Description: Formally reclassify the Cocheco River shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 9/30/2004

Start/End Dates: 01/01/2002 thru 09/30/2005 Lead Person: NASH, WILLIAM

Deliverable: Evaluate impact of potential pollution sources

Description: Evaluate the impact of 58 potential pollution sources identified during the Cocheco River shoreline survey. END DATE EXTENDED FROM 6/30/04

Start/End Dates: 01/01/2004 thru 06/30/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 58 Evaluations

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: SHELLFISH (Current)

Activity: Conduct a Sanitary Survey for the Cocheco River (Current)

Deliverable: Formally Classify the Cocheco River Shellfish Growing Waters

Description: Classify the growing area in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/2005

Start/End Dates: 01/01/2002 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 158 Acres

Deliverable: Prepare a sanitary survey report

Description: Prepare a report that documents all work completed to formally classify the shellfish growing area, including water sample collection, statistical analyses, shoreline survey results, and hydrographic, meteorologic, and other studies. END DATE EXTENDED FROM 6/30/05

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Reports, Final

Activity: Conduct a Sanitary Survey for the Salmon Falls River (Current)

Description: Formally reclassify the Salmon Falls River shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 9/30/2004

Start/End Dates: 01/01/2002 thru 09/30/2005 Lead Person: NASH, WILLIAM

Deliverable: Evaluate impact of potential pollution sources

Description: Evaluate the impact of 7 potential pollution sources identified during the Salmon Falls River shoreline survey. END DATE EXTENDED FROM 6/30/04

Start/End Dates: 01/01/2004 thru 06/30/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 7 Evaluations

Deliverable: Formally Classify the Salmon Falls Shellfish Growing Area

Description: Classify the growing area in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 6/30/05

Start/End Dates: 01/01/2002 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 365 Acres

Deliverable: Prepare a sanitary survey report

Description: Prepare a report that documents all work completed to formally classify the shellfish growing area, including water sample collection, statistical analyses, shoreline survey results, and hydrographic, meteorologic, and other studies. END DATE EXTENDED FROM 6/30/05

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Reports, Final

Activity: Conduct a Sanitary Survey for the Upper Piscataqua River (Current)

Description: Formally reclassify Upper Piscataqua River shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 3/31/03, 9/30/2004

Start/End Dates: 08/01/2001 thru 09/30/2005 Lead Person: NASH, WILLIAM

Deliverable: Complete a dye/dilution study for the Dover WWTF

Description: Prepare a report that documents dilution, dispersion, and time of travel of Dover WWTF effluent in the Upper Piscataqua River, based on field work scheduled for 2004. Report to recommend a safety zone around the Dover outfall, which is needed to properly classify the river.

Start/End Dates: 10/01/2003 thru 03/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Reports, Final

Deliverable: Evaluate impact of potential pollution sources

Description: Evaluate the impact of 25 potential pollution sources identified during the Upper Piscataqua River shoreline survey. END DATE EXTENDED FROM 6/30/04

Start/End Dates: 01/01/2004 thru 06/30/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 25 Evaluations

Deliverable: Formally Classify the Upper Piscataqua Shellfish Growing Area

Description: Classify the shellfish growing waters in accordance with National Shellfish Sanitation Program guidelines. END DATE EXTENDED FROM 3/31/03, 6/30/05

Start/End Dates: 01/01/2001 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 813 Acres

Deliverable: Prepare a Sanitary Survey Report

Description: Prepare a report that documents all work completed to formally classify the shellfish growing area, including water sample collection, statistical analyses, shoreline survey results, and hydrographic, meteorologic, and other studies. END DATE EXTENDED FROM 6/30/05

Start/End Dates: 01/01/2003 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Reports, Final

Activity: Create a shellfish shoreline database. (Current)

Description: Currently the results of shellfish shoreline surveys are kept in spreadsheets. The program needs a better way to manage data. A business plan has been created and the development of the application has begun. 09/01/2003 - The database has been developed and now a revised version must be developed and the database must be integrated with the water quality database.

Start/End Dates: 10/01/2000 thru 12/31/2004 Lead Person: WOOD, MATTHEW

Activity: Finalize Sanitary Survey Update for Hampton/Seabrook Harbor (Current)

Description: Formally classify the shellfish growing waters of Hampton/Seabrook Harbor in accordance with National Shellfish Sanitation Program Guidelines. END DATE EXTENDED FROM 9/30/2003, 3/31/05

Start/End Dates: 10/01/1999 thru 09/30/2005 Lead Person: NASH, WILLIAM

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: SHELLFISH (Current)

Activity: Finalize Sanitary Survey Update for Hampton/Seabrook Harbor (Current)

Deliverable: Conduct a modified shoreline survey for pollution sources

Description: reinspect all HH and HHTRIB properties, including southern tribs, to determine if changes to the HHPS pollution source list are warranted, and document all sources as necessary for EMD

Start/End Dates: 10/01/2004 thru 03/31/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 65 Miles

Deliverable: Evaluate all pollution sources for impact on shellfish growing waters

Description: Evaluate a subset of the ~250 HHPS sites. estimated number of sources to evaluate is 50.

Start/End Dates: 03/31/2005 thru 08/31/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 50 Sources

Deliverable: Finalize Hampton Seabrook Harbor Sanitary Survey

Description: Prepare a report that documents all work completed to formally classify the shellfish growing area, including water sample collection, statistical analyses, shoreline survey results, and hydrographic, meteorologic, and other studies. END DATE EXTENDED FROM 9/30/02, 9/30/2003. ALSO EXTENDED FROM 3/31/03 IN ORDER TO EXPAND THIS PROJECT TO INCLUDE A COMPLETE REDO OF THE DHHS SHORELINE SURVEY, INCORPORATION OF HAMPTON FALLS RIVER AND TAYLOR RIVER TRIENNIAL UPDATE REQUIREMENTS, AND TO WAIT FOR COMPLETION OF THE LARGE SCALE DREDGING PROJECT

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Reports, Final

Activity: Operate the Ambient Shellfish Water Monitoring Program (Current)

Description: Collect water samples for fecal coliform analysis from all shellfish growing waters to maintain an updated water quality database and annually assess the accuracy of shellfish growing area classifications.

Start/End Dates: 01/01/2001 thru Lead Person: NASH, WILLIAM

Deliverable: Ambient Water Samples Collected

Description: Collect and analyze water samples for the 2005 ambient program.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 45 Sampling Rounds

Deliverable: Conditionally Approved Area Post-Rainfall Sampling

Description: Collect and analyze water samples for the 2005 post-rainfall monitoring program, designed to determine if closures following specific rainfall events are warranted.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 25 Sampling Rounds

Deliverable: Emergency Closure Water Samples Collected

Description: Collect and analyze water samples following emergency closures of shellfish growing areas in 2005 (wastewater treatment plant upsets, severe rainfall events, etc.) to determine when shellfish growing areas may be safely reopened for harvesting.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 5 Sampling Rounds

Activity: Operate the Paralytic Shellfish Poisoning Monitoring Program (Current)

Description: Collect shellfish tissue samples on at least a weekly basis from April to October to test for the presence of Paralytic Shellfish Poisoning toxin.

Start/End Dates: 04/01/2000 thru Lead Person: NASH, WILLIAM

Deliverable: Samples Collected

Description: Track the number of shellfish samples collected as part of the 2005 PSP program.

Start/End Dates: 04/01/2005 thru 10/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 50 Samples

Activity: Prepare Little Harbor/Back Channel Triennial Update Report (Current)

Description: Write a report that complies with NSSP requirements for the triennial update of the 2001 Little Harbor/Back Channel Sanitary Survey Report.

Start/End Dates: 01/01/2004 thru 03/31/2005 Lead Person: WOOD, MATTHEW

Deliverable: Prepare Little Harbor/Back Channel Triennial Update Report

Description:

Start/End Dates: 01/01/2004 thru 03/31/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 1 Reports, Final

Activity: Prepare the Shellfish Program Annual Reports (Current)

Description: Write a report that summarizes program activities and accomplishments for the calendar year, analyzes water quality data to update shellfish water classifications, and documents program metrics such as acres classified, acres open for harvesting, acre-days open for harvesting, number of emergency closures implemented, number of paralytic shellfish poisoning closures implemented, and others.

Start/End Dates: 01/01/2002 thru Lead Person: NASH, WILLIAM

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: SHELLFISH (Current)

Activity: Prepare the Shellfish Program Annual Reports (Current)

Deliverable: Prepare 2004 Growing Area Annual Updates

Description: In accordance with Nssp requirements, prepare annual reports that evaluate growing area classifications. 2004 reports to be done for Atlantic Coast and the Oyster River (Little Harbor to be reviewed via triennial update. Hampton tributaries to be addressed in overall Hampton sanitary survey).

Start/End Dates: 01/01/2005 thru 06/30/2005 Lead Person: WOOD, MATTHEW Qty/Unit: 2 Reports, Final

Deliverable: Prepare the 2004 General Shellfish Program Annual Report

Description: Write the report

Start/End Dates: 01/01/2005 thru 06/30/2005 Lead Person: NASH, WILLIAM Qty/Unit: 1 Reports, Final

Activity: Respond to and Evaluate WWTF Upsets and other Pollution Events in Shellfish Waters (Current)

Description: Respond to and evaluate incidents that may warrant closure of shellfish waters, including WWTF upsets, unusually heavy rainfall, oil spills, and other events.

Start/End Dates: 01/01/2005 thru Lead Person: NASH, WILLIAM

Deliverable: Document Incidents for Evaluation

Description: Prepare Memos for all WWTF calls, reports of oil spills, weather events, etc, that were evaluated to determine if shellfish closures were necessary.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: NASH, WILLIAM Qty/Unit: 20 Memos

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: SMART GROWTH (Current)

Description: Coordinates efforts across DES to ensure that our programs discourage sprawl and encourage smart growth. Coordinates with other state agencies, local communities, and private organizations to support smart growth. Promotes the broader application of smart growth techniques and other practices to minimize the impact of development on the environment.

Start/End Dates: 10/01/1999 thru PAs: Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Collaborate with other state agencies and organizations to support smart growth efforts (Current)

Description: DES staff will participate in appropriate efforts and collaborate with other state agencies, local communities, and private organizations on projects to support smart growth efforts. These projects may include, for example, education and outreach activities, developing guidance materials, joint assessment/planning efforts, and working with local communities.

Start/End Dates: 07/01/2001 thru Lead Person: RUSSELL, CAROLYN

Deliverable: Collaborative projects to support smart growth

Description: Specific projects with other state agencies, local communities, or private organizations to support smart growth efforts in New Hampshire, such as participating in efforts initiated by other organizations (e.g., the Minimum Impact Development Partnership).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 3 Activities

Activity: I-93 Related Projects (Current)

Description: Coordinate within DES and with other state, regional and local organizations on issues pertaining to the improvements to I-93 from Salem to Manchester.

Start/End Dates: 01/01/2003 thru Lead Person: RUSSELL, CAROLYN

Deliverable: DES I-93 Team

Description: Coordinate DES review and involvement in all issues pertaining to the I-93 improvement project. Communicate with DES Team members. Identify and resolve issues. Provide comments.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Projects

Deliverable: Technical Assistance Program

Description: Work with OSP, DOT and RPCs to establish a technical assistance program to support better land use and conservation planning by communities surrounding the I-93 corridor. Coordinate DES staff involvement.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Projects

Activity: Identify and implement policy changes or program initiatives within DES to support smart growth (Current)

Description: Conduct activities to ensure that DES acts in ways to support smart growth, including educating our staff on the issues and identifying and implementing policy changes and/or program initiatives to encourage smart growth.

Start/End Dates: 07/01/2001 thru Lead Person: RUSSELL, CAROLYN

Deliverable: Policy Change or Program Initiative to Support Smart Growth

Description: Initiate and/or continue to implement a policy change or program initiative to better support the state's and DES's efforts to promote smart growth practices, including practices to minimize the impact of development on the environment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Activities

Deliverable: Promote Low-Impact Development Through DES Programs and Activities

Description: Working with other DES programs, including Source Water Protection and Site Specific, encourage Low-impact Development stormwater management approaches. Participate in workshops, provide information and presentations to communities, and evaluate appropriate changes for Site Specific rules.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 4 Activities

Activity: Sprawl Indicators Project (Current)

Description: Work with the Office of State Planning, Regional Planning Commissions, Department of Transportation, and Complex Systems to identify appropriate indicators to track changes in land use and the environmental, social, and economic impacts of sprawl. These indicators will help guide and evaluate state, regional, and local actions to promote smart growth.

Start/End Dates: 01/01/2003 thru 12/31/2006 Lead Person: RUSSELL, CAROLYN

Deliverable: Collect necessary data and calculate baseline values for sprawl indicators.

Description: Collect necessary data and calculate baseline values.

Start/End Dates: 01/01/2003 thru 12/31/2006 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Measurements

Deliverable: Identify appropriate measures to track changes in land use (i.e., sprawl)

Description: With workgroup, determine what measures of land use will serve as the best indicators of changes in land use (i.e., sprawl) over time and across the state. END DATE EXTENDED FROM 12/31/2004.

Start/End Dates: 01/01/2003 thru 12/31/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Measurements

Activity: Technical Assistance and Outreach to Communities on Smart Growth Issues (Current)

Description: Provide technical assistance and outreach to communities on smart growth-related issues.

Start/End Dates: 04/01/2003 thru Lead Person: RUSSELL, CAROLYN

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: SMART GROWTH (Current)

Activity: Technical Assistance and Outreach to Communities on Smart Growth Issues (Current)

Deliverable: Presentations to Community Groups on Smart Growth Topics

Description: Presentations to community groups, including planning boards, watershed organizations, and others, on smart growth related topics, which may include minimizing the impact of development on water quality, environmental benefits of smart growth, New Hampshire's Smart Growth principles, and others as identified by community needs. Two presentations per year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 2 Presentations

Deliverable: Technical Assistance and Outreach on Smart Growth Issues

Description: Activities under this deliverable can include meeting with community members, identifying and providing appropriate resource documents, providing input on local planning efforts, preparing new fact sheets or web site guidance material, and answering questions on an "as-needed" basis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 4 Activities

Activity: Track Smart Growth Related Legislation (Current)

Description: Identify and track legislation that relates to the state's smart growth objectives. Prepare testimony letters and testify before the legislature when appropriate.

Start/End Dates: 07/01/2001 thru Lead Person: RUSSELL, CAROLYN

Deliverable: Attend/testify legislative hearings

Description: Attend and testify, when appropriate, at legislative hearings for smart growth related legislation.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 2 Hearings

Deliverable: Testimony letters

Description: Prepare testimony letters for smart growth related legislation articulating DESS position with respect to the proposed legislation.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Letters

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TIDAL WATER QUALITY MONITORING (Current)

Description: Water quality monitoring activities associated with tidal waters (excluding activities associated with the shellfish program)

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Gulfwatch Monitoring Program (Current)

Description: Working with UNH Jackson Estuarine Laboratory, DES participates in the Gulfwatch Program initiated by the Gulf of Maine Council. Blue mussels are collected at designated locations in NH estuaries and are analyzed for metal and organic contaminants.

Start/End Dates: 09/01/2001 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: 2004: Prepare contracts with GOMC labs to analyze samples

Description: Contract with U.S. Association of the Gulf of Maine Council transferring funds from NHEP (via DES) for sample analysis at three trend stations.

Start/End Dates: 10/01/2004 thru 03/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Contracts

Deliverable: 2004: Prepare reports for the NHEP

Description: Prepare and submit interim and final reports to the NHEP (the funding agency)

Start/End Dates: 06/01/2004 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 7 Reports, Final

Deliverable: Conduct quality assurance self audit of Gulfwatch Program

Description: Review program for consistency with QAPP, prepare exceptions report, and submit package to DES QA Officer.

Start/End Dates: 01/01/2005 thru 01/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Self-Assessments

Deliverable: Manage collection of shellfish samples

Description: Collect, measure, and prepare mussels, clams, and oysters for transport to laboratories. Four mussel stations, one clam station, and one oyster station will be monitored in the fall of 2005. At each station, 4 replicates will be collected. Each replicate will have 50 mussels.

Start/End Dates: 09/01/2005 thru 10/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 6 Stations

Deliverable: Prepare contract with US Association of Delegates to the GOMC to analyze shellfish samples

Description: Prepare and have the Governor and Executive Council approve a contract with U.S. Association of the Gulf of Maine Council for sample analysis.

Start/End Dates: 09/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Contracts

Deliverable: Prepare reports for the NHEP

Description: Prepare and submit interim and final reports to the NHEP (the funding agency)

Start/End Dates: 06/01/2005 thru 12/31/2006 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 7 Reports, Final

Activity: NH Estuaries Project: Project management (Current)

Description: The NHEP Coastal Scientist manages various projects and serves as staff to various committees for the NH Estuaries Project.

Start/End Dates: 10/01/2003 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: Chair the NHEP Shellfish and Living Resources Team

Description: The NHEP Coastal Scientist will chair 2-4 meetings of the NHEP Shellfish and Living Resources Team. The chair will also prepare the minutes from each meeting.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 2 Meetings

Deliverable: Manage contracts for Shellfish and Living Resources projects

Description: Review quarterly reports from the contractors to verify that projects are proceeding according to plan. If projects fall off schedule, work with contractor to resolve the problems.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 12 Report Assessments

Deliverable: Manage shellfish restoration contracts

Description: After the NHEP has selected contractors for shellfish restoration projects, the NHEP Coastal Scientist will manage the contracts by tracking progress from quarterly reports. There are expected to be 2 contractors who will report for 7 quarters.

Start/End Dates: 04/01/2004 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 14 Report Assessments

Deliverable: Prepare contracts for Shellfish and Living Resources projects

Description: Prepare contracts with awardees from the SLR workplan

Start/End Dates: 07/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 4 Contracts

Deliverable: Prepare workplan for Shellfish and Living Resources projects

Description: Based on the NHEP Management Plan and available funding, prepare a workplan for Shellfish and Living Resources funding. Present workplan to Shellfish and Living Resources Team and the Management Committee.

Start/End Dates: 04/01/2005 thru 06/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Workplans

Activity:

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TIDAL WATER QUALITY MONITORING (Current)

Activity: NH Estuaries Project: Conduct environmental assessments (Current)

Description: The Coastal Scientist will synthesize and integrate datasets related to water quality, shellfish quality, land use, wildlife abundance, and others. The goal of the synthesis is to discern status, temporal and spatial trends, and relationships between stressors and effects on the estuarine ecosystem. The results will be published in Environmental Indicator Reports and other formats.

Start/End Dates: 10/01/2001 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: Update Shellfish Indicator Report

Description: Compile and analyze the most recent shellfish resource monitoring data for NH's estuaries and prepare a report. Present the report to the Technical Advisory Committee and the NHEP Management Committee.

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Reports, Final

Activity: NH Estuaries Project: Implement Monitoring Plan (Current)

Description: The NHEP Monitoring Plan contains a list of environmental indicators for tracking the effectiveness of NHEP pollution prevention/mitigation efforts. The Coastal Scientist will coordinate the efforts of multiple monitoring programs in order to obtain the data needed to track the priority indicators. The Coastal Scientist will also make recommendations for changes to the Monitoring Plan as necessary.

Start/End Dates: 10/01/2001 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: Conduct quality assurance self-audit of the NHEP Monitoring Plan

Description: Review program for consistency with the NHEP Monitoring Plan, prepare exceptions report, and submit report to DES QA Officer.

Start/End Dates: 01/01/2005 thru 01/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Self-Assessments

Deliverable: Coordinate meetings of the NHEP's Technical Advisory Committee

Description: The NHEP Coastal Scientist will coordinate two to four meetings of the TAC, serve as staff to the committee, and prepare minutes from the meetings.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 2 Meetings

Deliverable: Integrate NHEP monitoring programs with the DES Oil Spill NRDA Team

Description: The DES Oil Spill Response Team is creating a team of DES members and others to handle natural resource damage assessments (NRDA) in the event of an oil spill. The NHEP databases provide a large amount of the data needed for these assessments. The goal of this deliverable is to integrate the NHEP monitoring programs with the NRDA data needs. This partnership will be developed through NHEP participation on NH's NRDA team and NHEP funding for a contractor to determine the gaps in the NHEP Monitoring Plan with respect to NRDA.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 2 Meetings

Deliverable: Manage contracts for NHEP monitoring programs

Description: Review quarterly reports from contractors and verify that the work is proceeding as planned. Respond to any deviations by the contractor from the contract language.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 12 Report Assessments

Deliverable: Manage quality assurance project plans for NHEP monitoring programs

Description: Track and report on the status of quality assurance project plans for NHEP-funded programs. If necessary, assist contractor to complete QAPP on time. The quarterly reports will list all the NHEP-funded programs that need a QAPP along with the status of the QAPP.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 4 Reports, Final

Deliverable: Participate in estuarine monitoring and science conferences

Description: The NHEP Coastal Scientist will participate in and make presentations at appropriate regional and national workshops and conferences.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 2 Conferences

Deliverable: Prepare a COGNOS report for coastal water quality data

Description: Prepare a COGNOS report to be published on DES website.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Reports, Final

Deliverable: Prepare coastal water quality data for upload to the DES Environmental Measurement Database

Description: Organize data from UNH, GBNERR, and GBCW and obtain permissions to upload data to EMD.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 3 Databases

Deliverable: Prepare contracts for NHEP monitoring programs

Description: Prepare contracts for NHEP monitoring programs with UNH, NHF&G, and others.

Start/End Dates: 10/01/2004 thru 03/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 3 Contracts

Deliverable: Prepare workplan for NHEP monitoring programs

Description: Based on the NHEP Monitoring Plan and available funding, prepare a workplan for programs to fund.

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Workplans

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TIDAL WATER QUALITY MONITORING (Current)

Activity: National Coastal Assessment (Current)

Description: Manage contracts for and analyze data from EPA's National Coastal Assessment of NH's estuaries. The NCA is a probability based monitoring program for water quality, sediment quality, and living resources in the estuaries. It is a five year effort (2000-2004).

Start/End Dates: 06/01/2001 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: Amend Cooperative Agreement with EPA for National Coastal Assessment Funding				
Description: Request and receive Governor and Council approval to accept funding for the National Coastal Assessment and to enter into a contract with a contractor to conduct the work.				
Start/End Dates:	07/01/2005 thru 08/01/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Contracts
Deliverable: Analyze National Coastal Assessment data from 2000-2004				
Description: Complete a report for the public with analysis of available data from 2000-2004				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Reports, Final
Deliverable: Conduct quality assurance self assessment for the National Coastal Assessment				
Description: Prepare QA self-assessment for the DES QA Officer.				
Start/End Dates:	01/01/2005 thru 01/31/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Reports, Final
Deliverable: Develop COGNOS report for National Coastal Assessment data				
Description:				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	CORNWELL, ANDREW	Qty/Unit: 1 Reports, Final
Deliverable: Develop Workplan for National Coastal Assessment				
Description: In cooperation with the NCA contractor, develop technical workplan for monitoring to be conducted for the NCA. Receive approval for workplan from EPA Project Officer.				
Start/End Dates:	03/01/2005 thru 06/30/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Workplans
Deliverable: Establish a new cooperative agreement with EPA for the next 5 years of NCA funding				
Description:				
Start/End Dates:	10/01/2004 thru 03/31/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Contracts
Deliverable: Prepare National Coastal Assessment data for upload to the DES Environmental Measurement Database				
Description: Organize data for upload. Databases for 2000, 2001, 2002, and 2003, and 2004 will be prepared.				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 5 Databases
Deliverable: Prepare contract for National Coastal Assessment monitoring				
Description: Prepare a contract with a contractor to implement the monitoring activities in the NCA workplan.				
Start/End Dates:	04/01/2005 thru 06/30/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Contracts
Deliverable: Produce and Submit Final Report on Year 5 Activities to EPA				
Description: Final sampling reports due to EPA in January.				
Start/End Dates:	01/01/2005 thru 01/31/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Reports, Final
Deliverable: Produce and Submit Interim Progress Report on National Coastal Assessment Activities to EPA				
Description: Interim report due to EPA on July 31.				
Start/End Dates:	07/01/2005 thru 07/31/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Reports, Final
Deliverable: Quality assure field data and transmit final database to EPA				
Description: Conduct state-level QA review of field data sheets and databases. Send final datafile to EPA along with a QA memo.				
Start/End Dates:	03/31/2005 thru 06/30/2005	Lead Person:	TROWBRIDGE, PHILIP	Qty/Unit: 1 Databases
Deliverable: Upload National Coastal Assessment data to DES Environmental Measurement Database				
Description: Databases for 2000, 2001, 2002, 2003, and 2004 will be uploaded.				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	CORNWELL, ANDREW	Qty/Unit: 5 Data Sets

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

Description: A Total Maximum Daily Load (TMDL) study specifies the maximum amount of pollutant that a waterbody can receive and still meet water quality standards and allocates pollutant loadings among point and nonpoint pollutant sources. Section 303(d) of the Clean Water Act (CWA) requires states to periodically develop a list of impaired waters (i.e., the "303(d) list"). A TMDL study must be done for all waters on the 303(d) List. that are impaired by pollutants. This program includes all activities associated with the development of TMDLs.

Start/End Dates: 10/01/2003 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Ashuelot River TMDL (Current)

Description: ON HOLD. Modeling and TMDL to be added in 2006 work plan. The Upper Ashuelot River TMDL is being conducted because of concerns with low dissolved The Upper Ashuelot River is being studied because of low dissolved oxygen. The study area extends from just below the Surry Mountain dam to West Swanzey and includes the Keene and West Swanzey WWTFs. Three rounds of sampling were conducted in 2001 and fourth round was conducted in 2002.

Start/End Dates: 10/01/2001 thru 12/31/2006 Lead Person: FOSS, MARGARET

Activity: Bacteria TMDLs for 3 Freshwater Beaches (104(b)(3) grant) (Current)

Description: The Sand Dam Village Town Beach, Pawtuckaway Lake State Park Beach and the Mill Pond Town Beach are all listed as impaired due to elevated bacteria levels on New Hampshire's 303(d) List. In 2004, New Hampshire received a 104(b)(3) grant to develop TMDLs for these 3 beaches.

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: COMSTOCK, W. GREGG

Deliverable: Beach TMDLs: A2 - Prepare QAPP

Description: Includes preparation of QAPP and submittal to EPA for approval.

Start/End Dates: 02/01/2005 thru 04/30/2005 Lead Person: Vacant Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Deliverable: Beach TMDLs: A3 - Conduct Sampling

Description: Conduct wet and dry bacteria sampling (weather permitting).
 Pawtuckaway Lake = 40 dry and 16 wet = 56 samples
 Sand Dam Village Pond = 40 dry and 16 wet = 48 samples
 The total number of samples collected is dependent on the weather.
 Mill Pond = 48 dry and 20 wet = 68 samples

Start/End Dates: 06/01/2005 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 172 Samples

Deliverable: Beach TMDLs: A4 - Send Samples to UNH for MST

Description: At Pawtuckaway Lake and Sand Dam Village Pond, 8 samples each (4 dry and 4 wet) will be sent to UNH for microbial source tracking (MST). At Mill Pond Town Beach, 12 dry and 12 wet samples will be sent to UNH. The number of samples collected and sent to UNH is dependent on the weather.

Start/End Dates: 06/01/2005 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 40 Samples

Activity: Canobie Lake TMDL (chlor a - nutrients) (Current)

Description: Canobie Lake is listed as impaired on the 303(d) List for the drinking water use due to chlor a (ie, algae which is causing taste and odor problems). The Town of Salem has volunteered to conduct this TMDL because they are interested in transferring water from Arlington Pond to Canobie Lake to supplement their drinking water supply. They are conducting the TMDL in phases. If at any point, it does not appear that a transfer will be allowable, the Town intends to stop work on the TMDL.

Start/End Dates: 10/01/2004 thru Lead Person: COMSTOCK, W. GREGG

Activity: Chloride TMDLs - Policy Bk and Tribs, Dinsmore Bk, N. Trib to Canobie Lake, Beaver Bk (Current)

Description: These waterbodies have been listed as impaired for chlorides. The primary source of chlorides is believed to be road salt and water softeners. This Activity includes development of chloride TMDLs for these surface waters.

Start/End Dates: 01/01/2005 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Scope of Work

Description: Develop scope of services for these TMDLs assuming the HSPF model is used.

Start/End Dates: 02/16/2005 thru 06/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Scopes of Services

Activity: Contoocook River TMDL (Current)

Description: The Contoocook River TMDL is being conducted to address concerns related to low dissolved oxygen. The study area extends from Jaffrey to Antrim and includes Jaffrey, Peterborough, Monadnock Paper and Antrim WWTFs. A draft TMDL was prepared in the late 1990s from Peterborough to Antrim, however the model used at the time did not adequately address nutrients and did not include Jaffrey. A Wasteload Allocation Model for Jaffrey was conducted in the 1990s, however this study also used the old dissolved oxygen model and did not address impoundments between Jaffrey and Peterborough which may be impacted by the Jaffrey. To better assess the impact of nutrients, as well as the effects of Jaffrey, the QUAL2E model will be used. Two rounds of sampling were conducted in 2002 from Peterborough to Antrim. Another 2 rounds of sampling is proposed in 2003 (weather permitting) from Jaffrey to Peterborough. END DATE EXTENDED FROM 5/31/06 DUE TO OTHER TMDL/NPDES PRIORITIES.

Start/End Dates: 10/01/2001 thru 09/30/2006 Lead Person: FOSS, MARGARET

Deliverable: Prepare Draft Modeling Report for the Contoocook River TMDL

Description: Includes modeling and a report summarizing model development and results of predictive model runs using QUAL2E.

Start/End Dates: 01/01/2003 thru 03/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reports, Drafts

Deliverable: Prepare Draft TMDL Report for the Contoocook River

Description: Includes preparation and submission of the first draft of the TMDL to EPA for review and comment. END DATE EXTENDED AS POOR WEATHER CONDITIONS DID NOT ALLOW SAMPLING TO OCCUR IN 2003.

Start/End Dates: 06/01/2005 thru 12/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reports, Drafts

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

Activity: Contoocook River TMDL (Current)

Deliverable: Prepare Final Contoocook River TMDL Report

Description: Includes preparation and submission of the final TMDL to EPA for approval, including a summary of public comments and DES response. 9/2104:END DATE EXTENDED DUE TO OTHER TMDL/NPDES PRIORITIES. END DATE EXTENDED AS POOR WEATHER CONDITIONS DID NOT ALLOW SAMPLING TO OCCUR IN 2003.

Start/End Dates: 10/01/2003 thru 09/30/2006 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reports, Final

Activity: Develop Annual TMDL Workplan (Current)

Description: This activity includes development of annual TMDL workplans and input into the MTRS database.

Start/End Dates: 10/01/2002 thru Lead Person: FOSS, MARGARET

Activity: General SOPs for TMDLs (Current)

Description: This activity includes all work associated with developing general Standard Operating Protocols for use in various TMDLs

Start/End Dates: 10/01/2003 thru Lead Person: FOSS, MARGARET

Activity: General TMDL meetings, conference calls, inquiries, and document review (Current)

Description: This activity includes all time spent attending meetings, participating in conference calls, responding to inquiries, and reviewing/commenting on documents regarding general TMDL issues. An example includes attendance at NEIWPC TMDL Workgroup meetings and participation in ASWIPCA conference calls and responding to CGP permit inquiry calls.

Start/End Dates: 10/01/2003 thru Lead Person: FOSS, MARGARET

Deliverable: Meetings/conference calls regarding general TMDL issues

Description: This deliverable includes all meetings/conference calls concerning general TMDL issues. Examples include attendance at NEIWPC TMDL Workgroup meetings and participation in ASWIPCA conference calls. The output (meetings) includes meetings and conference calls. The number of meetings/conference calls is estimated and can vary significantly from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 6 Meetings

Deliverable: Respond to inquiries regarding general TMDL issues

Description: This deliverable includes all time spent responding to general inquiries regarding TMDLs and CGP Permit TMDL Inquiries. The total number of inquiries is estimated and can vary from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 6 Inquiries

Deliverable: Review of documents related to general TMDL issues

Description: This deliverable includes review / comment of documents concerning general TMDL issues. This can include proposed rules, regulations and guidance for TMDL, law suits, etc. The number of documents reviewed is estimated and can vary significantly from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 6 Documents

Activity: Grant Administration (Current)

Description: Includes general grant administration tasks such as financial management, WBE/MBE, quarterly reports, etc.

Start/End Dates: 10/01/2003 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Grant Admin: 2052 : 106 supplemental grant

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Grants

Deliverable: Grant Admin: 2348 (A): FY02 104(b)(3) TMDL grant

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Grants

Deliverable: Grant Admin: 2348 (D): FY03 104(b)(3) TMDL grant (Acid Pond TMDLs)

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Grants

Deliverable: Grant Admin: 2348 (F): 104(b)(3) TMDL Grant (3 Beach TMDLs)

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Grants

Activity: Hire TMDL Intern(s) (Current)

Description: Depending on the availability of resources, interns will be hired to assist with the TMDL program.

Start/End Dates: 10/01/2002 thru Lead Person: FOSS, MARGARET

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

Activity: Hire TMDL Intern(s) (Current)

Deliverable: Hire TMDL intern(s) for FY05

Description:

Start/End Dates: 04/01/2005 thru 06/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Interns

Activity: Implementation of Hampton Harbor TMDL Projects (Current)

Description: In order to meet the water quality goals for this TMDL, both Point and Non point source implementation projects need to be undertaken.

Start/End Dates: 01/01/2005 thru Lead Person: FOSS, MARGARET

Deliverable: Implementation of Non Point Source Projects

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 1 Activities

Deliverable: Implementation of Point Source Projects/Permit Review and Issue

Description: This deliverable includes review, renewal and/or issuance of MS4 and WWTF permits

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: ANDREWS, JEFFREY Qty/Unit: 2 Permits Issued

Activity: Implementation of Little Harbor TMDL Projects (Current)

Description: This activity includes both point and non point source projects

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: FOSS, MARGARET

Deliverable: Implementation of Non Point Source Projects

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: BERLANDI, GEORGE Qty/Unit: 1 Projects

Deliverable: Implementation of Point Source Projects

Description: This deliverable includes review, renewal and/or issue of MS4 and WWTF permits

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: BERLANDI, GEORGE Qty/Unit: 1 Permits Reviewed

Activity: Innovative TMDL Workgroup participation (Current)

Description:

Start/End Dates: 01/01/2004 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Attend Innovative TMDL Workgroup Meetings and Teleconference calls

Description:

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 4 Meetings

Activity: Input TMDL data into new Oracle-based Water Quality Database (Current)

Description: A new Oracle based Water Quality Database that is compatible with STORET is expected to be completed by June 2003. This task includes input of TMDL data from for 2001 and 2002 into the new database. This assumes that the data, which is in spreadsheet form, can be automatically input into the new database.

Start/End Dates: 04/01/2002 thru Lead Person: FOSS, MARGARET

Deliverable: Input FY03 TMDL data into new Oracle Water Quality Database

Description: Data is currently in spreadsheet form. This deliverable assumes that the data can be automatically migrated into the new database.

Start/End Dates: 10/01/2003 thru 12/31/2004 Lead Person: FOSS, MARGARET Qty/Unit: 1 Data Sets

Activity: John's River Screening Study (Current)

Description: The Whitefield WWTF flows into the John's River. At low river flows, the dilution factor is 8:1 which can result in low DO. The purpose of this screening study is to determine if secondary treatment is adequate, or if advanced treatment and a TMDL is necessary to meet DO water quality standards.

Start/End Dates: 10/01/2002 thru 09/30/2006 Lead Person: FOSS, MARGARET

Deliverable: Conduct Sampling for the Johns River Screening Study

Description: Includes training staff, coordination and up to 2 rounds of sampling (flow and weather permitting): END DATE EXTENDED BY 1 YEAR AS POOR WEATHER CONDITIONS IN 2003 PREVENTED TMDL SAMPLING WHICH DELAYED PROJECTS BY 1 YEAR.

Start/End Dates: 07/01/2005 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 2 Sampling Rounds

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

Activity: John's River Screening Study (Current)

Deliverable: QAPP for the Johns River Screening Study

Description: Includes preparation and submittal of a QAPP to EPA for approval. END DATE EXTENDED BY 1 YEAR AS POOR WEATHER CONDITIONS IN 2003 PREVENTED TMDL SAMPLING WHICH DELAYED PROJECTS BY 1 YEAR.

Start/End Dates: 10/01/2002 thru 06/01/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Activity: Little Harbor Bacteria TMDL (Current)

Description: Little Harbor is between Portsmouth and New Castle Island. It was recently re-opened for shellfishing; however, the shellfish bed are often closed due to elevated wet-weather bacteria concentrations. This TMDL will determine the sources of wet weather bacteria and develop an implementation plan to move toward the goal of meeting shellfishing standards.

Start/End Dates: 10/01/2002 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: Final Little Harbor TMDL Report

Description: END DATE EXTENDED FROM 9/30/04 due to other priorities: Includes public comment period, and preparation and submission of the final TMDL to EPA for approval, including summary of public comments and DES response.

Start/End Dates: 04/01/2004 thru 12/31/2004 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Reports, Final

Activity: Merrimack /Pemigewasset River DO TMDL (Current)

Description: The 2004 305(b)/303(d) surface water quality assessment indicated dissolved oxygen violations along the Merrimack and Pemigewasset Rivers. Data also indicates rising levels of phosphorus and algae in the downstream sections. A TMDL for dissolved oxygen is necessary to determine load allocations for point source and nonpoint sources as well as permit limits for NPDES permittees.

Start/End Dates: 10/01/2004 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Merr/Pemi Riv TMDL: Meetings/conference calls

Description: Includes preparing for and attending meetings and participating in conference calls regarding this TMDL

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 5 Meetings

Deliverable: Merr/Pemi Riv TMDL: Presentations

Description: Includes presentations made regarding this TMDL

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 2 Presentations

Activity: Merrimack River Assessment Study - ACOE (Current)

Description: The Merrimack River from Manchester, NH to Newburyport, MA is being studied by the ACOE to determine pollutant loads and potential mitigation strategies, with particular reference to CSO contributions. Five communities are involved with the project, including Manchester and Nashua, NH, and Lowell, Lawrence, and Haverhill, MA. NHDES is providing technical support to the project throughout its duration. Involvement includes, but is not limited to participation in scoping meetings and review of technical documentation. The project will most likely continue from 2003 into 2004.

Start/End Dates: 10/01/2002 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Attend Project Meetings

Description: Participate in meetings by providing input relative to NHDES positions and recommendations. [Note: Number of meetings attend is contingent on number of meetings scheduled by the project team.]

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 2 Meetings

Deliverable: Review Field Data

Description: Review and comment on data collected during the field surveys for consistency with NH surface water quality standards. Seven field sampling events are currently scheduled to occur throughout the year for this study.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: PISZCZEK, PAUL Qty/Unit: 3 Data Sets

Activity: Out-of-State TMDL - Long Island Sound TMDL (Current)

Description: Connecticut and New York have completed a TMDL to address low dissolved oxygen in Long Island Sound. Part of the recommended solution is to reduce nitrogen in the Connecticut River which implies that nutrient reductions may be necessary from MA, VT and NH. EPA/NEIWPCC are coordinating efforts to help determine what the load reductions should be. The USGS SPARROW model may be used for this purpose.

Start/End Dates: 10/01/2002 thru Lead Person: FOSS, MARGARET

Deliverable: Attend meetings and participate in conference calls on LI Sound TMDL

Description: Attend CT River Nitrogen Project Workgroup meetings and conference calls.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 3 Meetings

Deliverable: Prepare and/or review documents for LI Sound TMDL

Description: Includes preparation and/or review of documents related to the CT River Nitrogen Study which is part of the LI Sound TMDL. Number of documents is estimated and is variable from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 3 Documents

Activity: Prepare guidance to assist communities with conducting DO TMDLs or screening studies (Current)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

Activity: Prepare guidance to assist communities with conducting DO TMDLs or screening studies (Current)

Description: As communities expand and request increased flows in their NPDES permits the need for screening level studies and/or TMDLs will increase. In the event that DES does not have the resources to conduct these studies in the near future, some communities may be willing to conduct all or part of the studies themselves. This guidance will assist communities with planning such studies.

Start/End Dates: 10/01/2002 thru Lead Person: FOSS, MARGARET

Deliverable: Guidance to assist communities with conducting DO TMDLs or Screening Studies

Description: As communities expand and request increased flows in their NPDES permits the need for screening level studies and/or TMDLs will increase. In the event DES does not have the resources to conduct these studies in the near future, some communities may be willing to conduct all or parts of the studies themselves. This scope of work will assist communities with planning such studies. END DATE EXTENDED DUE TO OTHER PRIORITIES.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Guidance

Activity: Regional Mercury TMDL (Current)

Description: NH like other states has a statewide fish advisories in effect due to mercury in fish tissue. As a result all surface waters in NH are on the 303(d) list. This activity includes all work associated with development of a regional TMDL by EPA.

Start/End Dates: 10/01/2003 thru Lead Person: FOSS, MARGARET

Deliverable: Participate in meetings/conference calls for regional Mercury TMDL

Description: This deliverable includes participation in all meetings and conference calls regarding development of a mercury TMDL by EPA. "Meetings" includes meetings and conference calls. The number of meetings is estimated and can vary significantly from year to year. This deliverable is a recommended action in the mercury reduction strategy.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Meetings

Activity: S. Branch Ashuelot River TMDL Screening Study (Current)

Description: The Troy WWTF flows into the S. Branch Ashuelot River. At low river flows, the dilution factor is approximately 2.7:1 which can result in low dissolved oxygen. The purpose of this screening study is to determine if secondary wastewater treatment is adequate, or if advanced treatment and a TMDL is necessary to meet water quality standards.

Start/End Dates: 10/01/2002 thru 06/30/2006 Lead Person: FOSS, MARGARET

Deliverable: FY05 QAPP Addendum for the S. Branch Ashuelot River TMDL Screening Study

Description: A QAPP was approved by EPA for sampling in 2004. Weather conditions, however, prevented sampling from occurring. This deliverable includes all work associated with any modifications necessary to get the QAPP approved by EPA for proposed sampling in 2005.

Start/End Dates: 01/01/2005 thru 05/15/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Deliverable: Sampling for the S. Branch Ashuelot River TMDL Screening Study

Description: END DATE EXTENDED from 9/30/05 as wet weather and high flows did not allow sampling in 2004. Includes training staff, coordination and up to 2 rounds of sampling (weather and flow permitting). END DATE EXTENDED BY 1 YEAR DUE TO UNFAVORABLE WEATHER AND FLOW CONDITIONS.

Start/End Dates: 07/01/2003 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Sampling Rounds

Activity: Souhegan River TMDL Screening Level Study (Current)

Description: The purpose of this TMDL screening level study is to determine if secondary wastewater treatment is adequate at the Greenville WWTF or if advanced wastewater treatment and a TMDL is necessary to address dissolved oxygen concerns in the Souhegan River due to relatively low dilution (~ 6.9:1). This will be determined by sampling and modeling the river using QUAL2E. Two rounds of sampling were conducted in 2001. The study extends from just upstream of the Greenville WWTF to Milford. This deliverable assumes that the WWEB Permits section will be able to perform this work.

Start/End Dates: 10/01/2001 thru 12/30/2004 Lead Person: FOSS, MARGARET

Deliverable: Summary Report for the Souhegan River Screening Study

Description: END DATE EXTENDED FROM 3/31/04 due to other priorities and delay in receiving training on model. Includes model development and a report summarizing model development, model results and conclusions as to whether advanced treatment and a TMDL is necessary or not. Assumes that this work will be primarily performed by Wastewater Engineering Bureau, Permits Section Staff. THIS OUTPUT HAS BEEN COPIED FORWARD.

Start/End Dates: 10/01/2002 thru 12/30/2004 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reports, Final

Activity: Squamscott River Nutrient TMDL (Current)

Description: The Squamscott River is listed on the 2002 303(d) list for excessive phytoplankton blooms due to nutrient enrichment.

Start/End Dates: 10/01/2003 thru Lead Person: TROWBRIDGE, PHILIP

Deliverable: Develop proposal to collect additional data for the TMDL

Description: Determine the missing data that are needed for the TMDL and prepare a proposal for funding to collect these data.

Start/End Dates: 04/01/2005 thru 06/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Workplans

Deliverable: Gather existing data for TMDL

Description: Compile relevant land use and water quality data for the Squamscott TMDL conceptual model

Start/End Dates: 01/01/2005 thru 03/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Databases

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

Activity: Squamscott River Nutrient TMDL (Current)

Deliverable: Research methods and develop conceptual model for nutrient TMDL in estuaries

Description: END DATE EXTENDED FROM 12/31/04. Develop conceptual model and receive preliminary approval from EPA. This conceptual model could be in QAPP form if appropriate.

Start/End Dates: 01/01/2004 thru 03/31/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Workplans

Activity: Sugar River TMDL (Current)

Description: The Sugar River TMDL is being conducted because of concerns with low dissolved oxygen. The study is a joint effort between DES, EPA, NEIWPCC, and NUMERIC, Inc. The study area extends from Sunapee to the first impoundment in Claremont and includes the Sunapee, Dorr Woolen and Newport WWTFs.

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: FOSS, MARGARET

Deliverable: Conduct public participation

Description: Includes all work associated with making this TMDL available for public comment including notifying stakeholders, getting documents on website, preparing guidance for submitting comments etc.

Start/End Dates: 04/01/2005 thru 07/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Public Comment Periods

Deliverable: Convert Calibrated QUAL2K model to QUAL2E-Revised

Description: Dr. Chapra will provide a calibrated model (using FY02 data) using QUAL2K. This model however has not been formally approved by EPA. Per discussions with EPA, we need to base our TMDL on the QUAL-2E Revised model developed by Dr. Lin Brown of Tufts Univ. This model is not as robust as QUAL2K but does include the ability to model phytoplankton and periphyton.

Start/End Dates: 03/01/2004 thru 01/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Models

Deliverable: Final Sugar River TMDL Report

Description: Review of the final TMDL and response to comments prepared by EPA, and submission of the final TMDL to EPA for approval. END DATE EXTENDED DUE TO INABILITY TO SAMPLE IN FY03 DUE TO POOR WEATHER CONDITIONS AND PROBLEMS WITH MODEL DEVELOPED BY CONTRACTOR.

Start/End Dates: 01/01/2003 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reports, Final

Deliverable: Participate in meetings and conference calls associated with development of the Sugar River TMDL

Description: Participation in meetings and conference calls associated with development of the Sugar River TMDL.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 3 Meetings

Deliverable: Prepare Draft Model Report

Description: Includes modeling, recalibration using FY04 data, and report summarizing model development, and results of predictive runs using QUAL2E-revised

Start/End Dates: 01/01/2005 thru 05/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Models

Deliverable: Prepare Draft TMDL for the Sugar River

Description: Includes preparation and submission of draft TMDL to EPA for review and comment.

Start/End Dates: 01/01/2005 thru 05/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Drafts

Deliverable: Review FY04 Data Report from EPA for Sugar River TMDL

Description: EPA is the lead for sampling. This task includes review of data report provided by EPA for sampling on the Sugar River. This data is needed for modeling.

Start/End Dates: 10/01/2004 thru 12/31/2004 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reviews

Deliverable: Review FY04 QUAL2K model calibration by CHAPRA

Description: END DATE EXTENDED due to delay in getting data for calibration due to weather: Dr. Steve Chapra of Tufts University is recalibrating the QUAL2E model using his new QUAL2K model. Results are expected in Nov or Dec 2003.

Start/End Dates: 10/01/2003 thru 01/31/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reviews

Activity: TMDL Related Presentations (Current)

Description: This activity includes presentations on the TMDL program by DES staff.

Start/End Dates: 10/02/2002 thru Lead Person: FOSS, MARGARET

Deliverable: TMDL presentations

Description: Coordinate and prepare presentations.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Presentations

Activity: Training of TMDL Sampling Staff (Current)

Description: Includes preparation and training of staff to assist with sampling for the TMDL program and professional development training sessions.

Start/End Dates: 01/01/2003 thru Lead Person: FOSS, MARGARET

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: TMDL PROGRAM (Current)

<p>Activity: Training of TMDL Sampling Staff (Current)</p>	
<p>Deliverable: Training of TMDL sampling staff for FY05</p> <p>Description: Includes preparation, coordination and training of TMDL sampling staff.</p> <p>Start/End Dates: 04/01/2005 thru 06/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 2 Training Sessions</p>	
<p>Activity: Updates to the TMDL Website (Current)</p> <p>Description: This activity includes at least one update per year of the DES TMDL website to keep it current.</p> <p>Start/End Dates: 10/01/2002 thru Lead Person: FOSS, MARGARET</p>	
<p>Deliverable: FY05 Annual Update of the TMDL Website</p> <p>Description: Update the TMDL website to keep it current.</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FOSS, MARGARET Qty/Unit: 1 Updates</p>	
<p>Activity: Upper Cocheco River TMDL (Current)</p> <p>Description: 9/21/04: END DATE EXTENDED DUE TO OTHER TMDL/NPDES PRIORITIES. The Upper Cocheco TMDL is being conducted to address concerns with low dissolved oxygen. The study area extends from Farmington to the first impoundment in Rochester and includes the impact of the Farmington WWTF and the Cardinal/Farmington Landfills. Two rounds of sampling were conducted in 2001 and another round was conducted in 2002.</p> <p>Start/End Dates: 10/01/2001 thru 12/31/2006 Lead Person: FOSS, MARGARET</p>	
<p>Deliverable: Conduct Modeling of the Cocheco River and write draft modeling report</p> <p>Description: Includes modeling and report summarizing model development and results of predictive model runs using QUAL2E-Revised. 9/21/04:END DATE EXTENDED DUE TO OTHER TMDL/NPDES PRIORITIES</p> <p>Start/End Dates: 10/01/2003 thru 03/31/2006 Lead Person: FOSS, MARGARET Qty/Unit: 1 Reports, Drafts</p>	
<p>Deliverable: Prepare Draft TMDL Report for the Cocheco River TMDL</p> <p>Description: Includes preparation and submission of the first draft of the TMDL for review and comment and any revisions necessary to get the report ready for public comment.9/21/04: END DATE EXTENDED DUE TO OTHER TMDL/NPDES PRIORITIES.</p> <p>Start/End Dates: 10/01/2003 thru 06/30/2006 Lead Person: FOSS, MARGARET Qty/Unit: 1 Drafts</p>	
<p>Deliverable: Prepare Final Cocheco River TMDL Report</p> <p>Description: Includes all work associated with preparing and submitting the final TMDL to EPA. This includes any additional modeling, changes to the report, and response to public comments and meetings. END DATE EXTENDED DUE TO OTHER TMDL/NPDES PRIORITIES</p> <p>Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: FOSS, MARGARET Qty/Unit: 1 TMDLs (Total Maximum Daily Loads)</p>	
<p>Deliverable: Public comment for the Cocheco River TMDL</p> <p>Description: Includes all work associated with making this TMDL available for public comment including, notifying stake holders, getting documents on the website, preparing guidance for submitting comments, etc. 9/21/04: END DATE EXTENDED DUE TO OTHER TMDL/NPDES PRIORITIES</p> <p>Start/End Dates: 08/01/2004 thru 09/15/2006 Lead Person: FOSS, MARGARET Qty/Unit: 1 Public Comment Periods</p>	
<p>Activity: York Pond TMDL (nutrients/chlor a) (Current)</p> <p>Description: York Pond is listed on New Hampshire's 303(d) List as being impaired due to high phytoplankton chlor a levels. The primary source of nutrients causing the elevated chlor a levels is believed to be a fish hatchery. The NPDES permit for the fish hatchery is up for reissuance. A TMDL is necessary to determine appropriate effluent permit limits for the hatchery as well as any necessary nonpoint source reductions.</p> <p>Start/End Dates: 10/01/2004 thru Lead Person: ESTABROOK, ROBERT</p>	
<p>Deliverable: TMDL Workplan and Schedule</p> <p>Description: Coordinate with EPA, UNH (who may have data) and Fish and Game to determine who will conduct and when it will be done.</p> <p>Start/End Dates: 10/01/2004 thru 12/31/2004 Lead Person: ESTABROOK, ROBERT Qty/Unit: 1 Workplans</p>	

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER LAKE ASSESSMENT PROGRAM (Current)

Description: This is a lake monitoring and assessment and an educational outreach program between DES biologists and volunteer monitors from lake associations and other entities. DES provides training, equipment, analyses, assessment and annual report and the volunteers provide monitoring, minimal funding for analyses and watch dog capability at lakes.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Assessment (Current)

Description: Prepare and distribute VLAP Annual Reports

Start/End Dates: 10/01/2001 thru Lead Person: LAMOREAUX, ANDREA

Deliverable: Annual VLAP Reports

Description: Provide annual reports for each of the approximately 150 lakes in the VLAP program. The report presents water quality sampling from the most recent sampling season and compares the most recent water quality data to the data collected since the lake joined VLAP. Observations concerning water quality trends are discussed. Recommendations for additional sampling and watershed management activities are presented when necessary.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 155 Reports, Final

Activity: Outreach (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: LAMOREAUX, ANDREA

Deliverable: 1 Annual Newsletter "The Sampler"

Description: Publish an annual newsletter which is sent to each of the approximately 150 lakes participating in VLAP. The newsletter includes program information and provides articles about watershed management and water quality issues of special interest to volunteer monitors.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 1 Newsletters

Deliverable: Annual Reports posted on the DES Web Site

Description: After each of the lake annual reports have been written and sent out each year (typically by the end of April) the reports will be converted to pdf and will be posted on the VLAP website (ideally by the beginning of June).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 155 Web Site Postings

Deliverable: Annual Workshop

Description: Hold an annual workshop to educate and update training for volunteer monitors. A water quality sampling refresher course is conducted and two or three additional talks related to watershed management and water quality issues of special interest to volunteer monitors are presented.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 1 Workshops

Deliverable: Educational Programs

Description: Provide, upon request, educational programs related to water quality sampling. Educational programs are provided throughout the state for elementary, middle school, and high school students.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 8 Programs

Activity: Program Publicity (Current)

Description:

Start/End Dates: 10/01/2002 thru Lead Person: LAMOREAUX, ANDREA

Deliverable: Celebrate the 20th Anniversary of VLAP

Description: VLAP was initiated in 1985 and 2005 marks the 20th year of the program. The VLAP Coordinator and Limnology Center Director would like to recognize the VLAP Program Staff and Volunteer Monitors for 20 successful years of lake monitoring. While still in the preliminary planning stages, the VLAP Coordinator and Limnology Center would like to create and distribute an "award" to each of the volunteer monitoring groups to show DES' appreciation. Possible "awards" include a VLAP T-shirt. However, funding for this purpose may be limited.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 1 Awards

Deliverable: DES Press Releases about VLAP public participation events

Description: Press releases will educate the public about VLAP and the importance of volunteer lake quality monitoring and will also extend an invitation to the public to participate in VLAP related events.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 2 Press releases

Deliverable: Published Articles

Description: The VLAP Coordinator will ask the editors of DES and non-DES related newsletters to publish VLAP related articles periodically. These articles will educate the public about VLAP and the importance of volunteer lake quality monitoring.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 1 Articles

Activity: Quality Assurance (Current)

Description:

Start/End Dates: 11/01/2001 thru Lead Person: LAMOREAUX, ANDREA

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER LAKE ASSESSMENT PROGRAM (Current)

Activity: Quality Assurance (Current)

Deliverable: Generic VLAP QAPP

Description: The VLAP QAPP will be reviewed/revised and re-sent to the EPA for approval if necessary. It should be noted that since VLAP does not receive federal funding, the QAPP is not required by EPA. Therefore, volunteer monitoring groups have the option of following the VLAP QAPP. If the volunteer monitoring groups receive federal funding for sample collection, they will be required to follow the VLAP QAPP>

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Activity: VLAP Sampling (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: LAMOREAUX, ANDREA

Deliverable: Annual Volunteer Training and Sampling approx. 150 lakes

Description: A DES Biologist will sample the approximately 150 lakes in VLAP once each summer with the volunteer monitors and will provide a refresher training for proper sampling techniques. Volunteer monitors will be rated on their sampling performance. The Limnology Center and Satellite labs will provide sampling equipment and laboratory capability to allow the volunteer monitors to sample at other times during the summer on their own.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 150 Site Visits

Deliverable: VLAP Water Quality Sample Results Generated

Description: The total number of water quality results generated by VLAP. This number includes the number of sample analyses at teh NHDES Limnology Center in Concord and the state chemistry lab. In addition, this number includes the number of samples analyzed at the VLAP satellite labs (Colby Sawyer Lake Sunapee Satellite lab in New London)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LAMOREAUX, ANDREA Qty/Unit: 8000 Analyses

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER RIVER ASSESSMENT PROGRAM (Current)

Description: VRAP supports watershed organizations in their river monitoring efforts. VRAP provides monitoring training, equipment loans, and annual reports on volunteer collected water quality data. Volunteers contribute their time and effort to accomplish monitoring goals developed by NHDES and watershed organizations, and occasionally secure funding for water quality analyses. VRAP relies on local watershed knowledge and the proximity of volunteers to rivers and streams statewide.

Start/End Dates: 01/02/1998 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Connecticut River Volunteer Sampling and Assessment (Current)

Description: Includes all aspects of preparing a water quality monitoring program to be conducted by paid and unpaid staff and volunteers. Data will be collected according to the DES Consolidated Listing and Assessment Methodology (CALM) as requested by the Connecticut River Joint Commission (CRJC).

Start/End Dates: 02/01/2004 thru Lead Person: WALSH, EDWARD

Activity: Data Handling (Current)

Description: Water quality data are collected by volunteers and submitted to DES for QA/QC checks and incorporation into State water quality assessments. Data are summarized and compiled for development of annual reports and/or status reports.

Start/End Dates: 10/01/2002 thru Lead Person: WALSH, EDWARD

Deliverable: Electronic Data Sets (FY 04)

Description: Transfer/input data collected by all volunteer groups during 2004 into separate spreadsheets to facilitate the preparation of graphs, charts, and reports. Number of data sets is contingent on number of volunteer groups (approximately 13 in FY 03). This deliverable will be used to measure the goal of expanding the total number of VRAP groups. Goal is a 20% increase from 13 to 16 groups.[Note: Lead person is contingent on approval of VRAP intern.][End date extended to 3/31/05 due to outstanding data that groups need to submit]

Start/End Dates: 10/01/2003 thru 01/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 16 Data Sets

Deliverable: Electronic Data Sets (FY 05)

Description: Transfer/input data collected by all volunteer groups during 2004 into separate spreadsheets to facilitate the preparation of graphs, charts, and reports. Number of data sets is contingent on the number of volunteer groups (15 in FY 04). This deliverable will be used to measure the goal of expanding the total number of VRAP groups each year.[Start and end data modified to more accurately reflect the sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 18 Data Sets

Deliverable: Electronic Database Records (FY 04)

Description: Input data collected by all volunteer groups during 2004 into water quality database. Create final database by performing QC checks on entered data from 2004 sampling season. Data collection by volunteers typically extends beyond the date of the fiscal year (e.g., 09/30/04). Thus, data collected by volunteers during FY 04 included in the FY 05 workplan. A Record is equivalent of sampling one station for one parameter. Quantity based on assumption of 16 VRAP groups that on average sample 5 parameters at 5 stations 5 times a year.[End data extended to 3/31/05 due to outstanding data that is due from groups]

Start/End Dates: 06/01/2004 thru 03/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 2000 Samples

Deliverable: Electronic Database Records (FY 05)

Description: Input data collected by all volunteer groups during 2005 into water quality database. Create final database by performing QA/QC checks on entered data from the 2005 sampling season. Data collection by volunteer typically extends beyond the end of the fiscal year (e.g. 9/30/2005). Thus, data collected by volunteers during FY 05 is included in the FY 06 workplan. A Record is equivalent of sampling one station for one parameter. Quantity based on assumption of 18 VRAP groups that on average sample 5 parameters at 5 stations, 5 times per year.[Start and end data modified to more accurately reflect the sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 2250 Samples

Activity: Grant Admin: 1000: State Funds for VRAP (Current)

Description: Includes general grant administration tasks for VRAP such as financial management.

Start/End Dates: 10/01/2003 thru Lead Person: COMSTOCK, W. GREGG

Activity: In-House Administrative Tasks (Current)

Description: Including, but not limited to: web site updates, VRAP reporting and development, and meetings with direct supervisor.

Start/End Dates: 10/01/2002 thru Lead Person: WALSH, EDWARD

Deliverable: Annual Program Review and Workplan (FY 05)

Description: A review of program function, development, and resource needs. This evaluation, performed by the VRAP Coordinator and direct supervisor, will yield a workplan for the following year (refer to MTRS database VRAP entries = Workplans).[Start and end data modified to more accurately reflect the sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 1 Workplans

Deliverable: Automated VRAP Report Format (FY 05)

Description: Continue improvement of VRAP report format to meet needs of both volunteer groups and DES water quality assessment procedures. Research developing a 5 year comprehensive report to show long-term trends. New or revised report formats will be reviewed by the Water Quality Planning Section.[Start and end data modified to more accurately reflect the sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 1 Formats

Deliverable: Develop End of Year Evaluation Form (FY 05)

Description: Develop an evaluation form to be distributed to VRAP groups leaders to obtain input on successes and failures of 2004 sampling season. Evaluation will be used to make further improvements to the program and respond to the needs of the volunteers. [Start and end data modified to more accurately reflect the sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 1 Forms

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER RIVER ASSESSMENT PROGRAM (Current)

Activity: In-House Administrative Tasks (Current)

Deliverable: Maintain Web Site (FY 05)					
Description: Revise web site on a quarterly basis according to changes in VRAP scope, policies, support, funding opportunities, volunteer enrollment and activities, etc.[Start and end data modified to more accurately reflect the sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	4 Updates
Deliverable: Meetings with Direct Supervisor					
Description: Maintain communication with supervisor relative to DES and VRAP status and needs.					
Start/End Dates:	10/01/2003 thru 12/31/2004	Lead Person:	WALSH, EDWARD	Qty/Unit:	24 Meetings
Deliverable: Policy Development (FY 05)					
Description: The increasing size and growing popularity of VRAP relative to staff availability has prompted the need to develop policies to maintain order in and function of VRAP. The public currently requests information and/or assistance, with little to no advance notice. Policies may include, but are not limited to, funding requests, scheduling technical assistance, and scheduling equipment/supply replenishment and loans. [Note: Number of policies is contingent on program needs and staff availability.][Start and end data modified to more accurately reflect the sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	4 Policies
Deliverable: VRAP Manual (FY 05)					
Description: Develop documents (binder) to include but not limited to: VRAP scope, policies, and procedures for new groups and potential resource/funding opportunities. All documents would be made available on the VRAP webpage.[Start and end data modified to more accurately reflect the sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	1 Manuals

Activity: Outreach and Information Transfer (Current)

Description: Provide assistance with public education to other agencies and organizations, and participate in annual programs such as the NH Envirothon. Distribute interpretive materials for public education to schools, watershed organizations, concerned citizens, etc. Examples to include VRAP overview, water quality monitoring guidance and data, and the importance of water resources.
 Start/End Dates: 10/01/2002 thru Lead Person: WALSH, EDWARD

Deliverable: Application/Information Package Distribution (FY 05)					
Description: Distribute, on request, a standard set of application materials for groups/individuals interested in being supported by VRAP. Includes cover letter, background information of VRAP, and request for information about interested party relative to its goals and objectives. [Note: Number of Information/Application Packages distributes depends on number of requests received.][Start and end date modified to more accurately reflect sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	18 Information Packages
Deliverable: Data/Information Requests (FY 05)					
Description: Process public requests for information about VRAP and/or data/information derived from VRAP monitoring efforts. This primarily includes written responses to requests. [Note: Number of requests processed is contingent on number of requests received.][Start and end date modified to more accurately reflect sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	30 Requests
Deliverable: Investigate Initiation of Annual VRAP Newsletter (FY 05)					
Description: The newsletter would be published on the VRAP webpage and the appropriate people notified via email. If financial resources are available then goal would be to also make print copies and mail them out.[Start and end date modified to more accurately reflect sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	1 Newsletters
Deliverable: NH Envirothon					
Description: Serve on the Aquatics Committee. Attend preparation meetings (2), draft and revise water quality exam, provide assistance on Training Day (overview current topics for teachers and students), and administer Water Quality Exam at the annual Envirothon Competition.[End date changed to 12/31/04 to more accurately reflect sampling season]					
Start/End Dates:	06/02/2003 thru 12/31/2004	Lead Person:	WALSH, EDWARD	Qty/Unit:	1 Assistances Provided
Deliverable: Presentations (FY 05)					
Description: Give presentations to schools and watershed organizations interested in water quality monitoring. [Note: Number of presentations is contingent on number of solicitations by schools and watershed organizations.][Start and end date modified to more accurately reflect sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	10 Presentations
Deliverable: Produce Annual VRAP Report (FY 05)					
Description: Provide to direct supervisors and division director an annual report on VRAP activities including number of groups participating, assessment units monitored, financial value of VRAP volunteer monitoring, and other achievements during past season.[Start and end date modified to more accurately reflect sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	1 Reports, Final
Deliverable: Publish Annual Reports on VRAP Webpage (FY 05)					
Description: After each of the VRAP annual reports have been written and sent out each year (by the end of 2004), the reports will be converted into PDF format and posted on the VRAP website. Quantity based on projected number of VRAP groups.[Start and end date modified to more accurately reflect sampling season.]					
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit:	15 Web Site Postings

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER RIVER ASSESSMENT PROGRAM (Current)

Activity: Outreach and Information Transfer (Current)

Deliverable: Publish First Annual VRAP Newsletter

Description: The newsletter will be published on the VRAP webpage and the appropriate people can be notified via email. If financial resources are available then goal would be to also make print copies and mail them out.[End date changed to 12/31/05 due to time constraints in completing this task in 2004]

Start/End Dates: 10/01/2003 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 1 Newsletters

Deliverable: Rivers and Watersheds Conference (FY 05)

Description: Provide input towards the development of annual conference. This includes securing awards, speakers, donations and conference agenda.[Start and end date modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 1 Assistances Provided

Deliverable: VRAP Reports (FY 05)

Description: Prepare and distribute water quality reports for each volunteer group included in VRAP, based on data collected during 2004. Reports provide an overview of VRAP, discussion of water quality parameters, sampling sites, interpretation of results relative to water pollution and NH surface water quality standards, and recommendations for future monitoring or remediation. During 2003 there were 13 formal VRAP groups.[Start and end date modified to more accurately reflect sampling season.]

Start/End Dates: 10/01/2004 thru 03/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 15 Reports, Final

Deliverable: Watershed Education Project (FY 05)

Description: Investigate VRAP participation in annual teacher training, equipment loans, provision of technical assistance. This is done in conjunction with NH F&G. Last year participation was not requested by NH F&G and other program priorities prevented VRAP from being more proactive in pursuing participation.[Start and end date modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 1 Assistances Provided

Activity: Sampling and Analysis (Current)

Description: Includes all aspects of supporting a water quality monitoring program conducted by the general public throughout the State of New Hampshire. Sampling and analysis generally occurs from late spring through early fall, and includes, but is not limited to: maintaining volunteer monitoring schedules, responding to volunteer needs and requests, maintaining equipment, and conducting additional volunteer training sessions.

Start/End Dates: 10/01/2002 thru Lead Person: WALSH, EDWARD

Deliverable: Equipment Loans/Volunteer Schedules (FY 05)

Description: Schedule and coordinate loans of water quality monitoring equipment to accomodate sampling schedules of participating groups and others requesting equipment. [Note: Number of equipment loans and schedules requiring maintenance is contingent on number of volunteer groups and requests for use of equipment][Start and end dates modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 20 Loans

Deliverable: Equipment Maintenance (FY 05)

Description: Receive, inspect, and redistribute meters, as necessary, during the sampling season. This includes changing reagents and replenishing supplies in accordance with manufacturers recommendations and DES quality control procedures.[Start and end dates modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 150 Maintenance/Repair Performed

Deliverable: Equipment Storage (FY 05)

Description: Receive, inspect, service, and store equipment at the conclusion of the sampling season.[Start and end dates modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 15 Equipment

Deliverable: Field Technical Systems Audits (FY 05)

Description: Conduct audits of volunteers to ensure appropriate sample collection, equipment use, and data documentation. Number of audits is based on projected number of VRAP groups participating [Note: Additional audits will be conducted as appropriate- such as upon request from a volunteer group member/coordinator AND as additional staff resources become available to the program.][Start and end dates modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 15 Audits

Deliverable: Hydrolab Assistance (FY 05)

Description: Provide technical assistance during deployment/retrieval of Hydrolab DataSonde 4a multiprobe units with volunteer groups. This requires personnel to plan appropriate deployment strategy/placement, prepare units (inspect, clean, calibrate) in the office, accompany volunteers in the field, download data from units, and input data into spreadsheets and/or water quality database. Assessment will be defined as a hydrolab being deployed in an assessment unit. [Note: Amount of technical assistance provided is contingent on requests for assistance.][Start and end dates modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 24 Data Loggers

Deliverable: Sampling Effort (FY 05)

Description: Volunteers collect water samples for the following baseline parameters: dissolved oxygen, temperature, pH, specific conductance, and turbidity. VRAP assists some groups in securing resources to monitor additional parameters such as nutrients and bacteria. Recommended sampling frequency is biweekly during a 3-4 month period. Quantity based on an assumption of 17 VRAP groups on average monitoring 5 stations 5 times a year for 5 parameters. [Note: Number of measurements varies according to volunteer group resource availability.][Start and end dates modified to more accurately reflect sampling season.]

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: WALSH, EDWARD Qty/Unit: 2125 Measurements

Activity: Sampling and Analysis Preparation (Current)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER RIVER ASSESSMENT PROGRAM (Current)

Activity: Sampling and Analysis Preparation (Current)

Description: Includes all aspects of preparing a water quality monitoring program to be conducted by the general public throughout the State of New Hampshire. These include, but are not limited to: determining the interests of the general public, conducting training sessions, securing appropriate QAPPs, implementing policies, and hiring a seasonal assistant (intern).

Start/End Dates: 10/01/2002 thru Lead Person: WALSH, EDWARD

Deliverable: Assist Volunteer Groups With Securing Funding (FY 05)				
Description: VRAP will work with volunteer groups to secure funding to make groups more self sufficient. In order for VRAP to grow each year some groups will need to purchase their own monitoring equipment. Coordinator will work with groups to investigate grant opportunities and to develop fund raising ideas.[Start and end dates changed to more accurately reflect sampling season.]				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 5 Assistances Provided
Deliverable: Hire Intern (FY 05)				
Description: Review applications, conduct interviews, prepare requisite paperwork (hiring memo, computer access, building access, etc.).				
Start/End Dates:	04/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 1 Interns
Deliverable: Intern Orientation and Training (FY 05)				
Description: Provide orientation and training session for VRAP interns: (1) one orientation session to discuss program objectives, intern expectations, safety, etc.; (2) one training session for the use of handheld field instrumentation; and (3) registration and attendance at required DES orientation activities.				
Start/End Dates:	06/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 1 Training Sessions
Deliverable: Notification of Volunteer Training Schedules (FY 05)				
Description: Request returning/experienced volunteers to attend training to learn to train other volunteers, secure staff and volunteer coverage for proposed volunteer trainings, and provide notice to volunteers participating in VRAP of training schedule. This includes time, date, place, etc. [Note: Contingent on number of volunteer groups participating in VRAP.]				
Start/End Dates:	03/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 3 Notifications
Deliverable: Order Supplies and Equipment (FY 05)				
Description: Determine supply/equipment needs for water quality sampling in conjunction with Ambient River Monitoring Program and TMDL Program. [Note: Number of orders is contingent on needs.]				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 4 Orders
Deliverable: Repair, Maintain, Test Water Quality Sampling Equipment (FY 05)				
Description: Inspect all equipment. Return equipment to manufacturer, if necessary. Conduct tests for precision and accuracy of handheld field instrumentation and Hydrolab multiprobe units. [Note: This is conducted in conjunction with the Ambient River Monitoring Program.]				
Start/End Dates:	01/01/2005 thru 12/31/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 5 Tests
Deliverable: Training Session for Trainers (FY 05)				
Description: Conduct training sessions for volunteers who will subsequently train other volunteers in the proper use of equipment. The training session will be conducted according to the SOPs included in the QAPP.				
Start/End Dates:	04/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 2 Training Sessions
Deliverable: Training Session for Trainers (Preparation) (FY 05)				
Description: Develop materials for conducting training sessions for volunteers who will subsequently train other volunteers. Develop plan and schedule, and provide notice to volunteer trainers. Materials include rules, trainer exam, audit checklist, and trainer certification form.				
Start/End Dates:	03/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 1 Materials
Deliverable: Training Sessions for Volunteers (FY 05)				
Description: Conduct training sessions for volunteers in the proper use of equipment, field sampling procedures, field safety, and data documentation. Five or more of the 10 training sessions will be conducted regionally in May. The remaining training sessions will be conducted during June and July, as necessary. [Note: Number of training sessions actually conducted is contingent on the number of training sessions requested. The change in the quantity of this deliverable reflects the number of training sessions required in 2003 to adequately train all volunteers.]				
Start/End Dates:	04/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 10 Training Sessions
Deliverable: Training Sessions for Volunteers (Preparation) (FY 05)				
Description: Prepare schedules and materials for conducting training sessions. This includes securing facilities with adequate meeting space. One schedule for each training session planned.				
Start/End Dates:	04/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 10 Schedules
Deliverable: Volunteer Monitoring Schedule and Plans (FY 05)				
Description: Assist in the preparation of and compile volunteer plans and schedule for sampling season. [Note: Contingent on number of volunteer groups participating in VRAP.]				
Start/End Dates:	01/01/2005 thru 06/30/2005	Lead Person:	WALSH, EDWARD	Qty/Unit: 17 Plans

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: VOLUNTEER RIVER ASSESSMENT PROGRAM (Current)

Activity: Sampling and Analysis Preparation (Current)

Deliverable: Water Quality Data Sheet (FY 05)

Description: Revise as necessary data sheet used by volunteers to collect and submit water quality data.

Start/End Dates: 03/01/2005 thru 06/30/2005

Lead Person: WALSH, EDWARD

Qty/Unit: 1 Forms

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT**Program: WATER QUALITY STANDARDS (Current)**

Description: Water quality standards determine the baseline quality that all surface waters of the State must meet in order to protect their intended uses. They are the yardstick for identifying where water quality violations exist and for determining the effectiveness of regulatory pollution control and prevention programs. Federal regulations require States to review surface water quality standards at least once every three years and to revise them as necessary. This program includes the review, revision, development and interpretations of water quality standards.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Alternative Site Specific Criteria (Current)

Description: NH Surface Water regulations(Env-Ws 1704) allow for the development of alternative scientifically based site specific water quality criteria. This activity includes all work associated with development of alternative site specific criteria

Start/End Dates: 12/01/2004 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Site Specific WQC-Cu-Ashuelot River-Scope of Work

Description: The City of Keene is proposing development of alternative site specific criteria for copper in the Ashuelot River using EPA's 1993 Cu Criteria document and the biotic ligand model. This deliverable includes development of a scope of work to develop the criteria.

Start/End Dates: 12/01/2004 thru 09/30/2005 Lead Person: SIEGEL, LORI Qty/Unit: 1 Workscopes

Activity: General WQS meetings,conference calls, inquiries,and document review (Current)

Description: This activity includes all time spent attending meetings, participating in conference calls, responding to inquiries, and reviewing/commenting on documents concerning general water quality standard (WQS) issues.

Start/End Dates: 10/01/2003 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Meetings/conference calls regarding general WQS issue (excluding WQSAC meetings)

Description: Includes all meetings/conference calls concerning general WQS issues. Examples include participation in NEIWPC WQS workgroup, and ASWIPCA conference calls. "Meetings" includes meetings and conference calls. The number of meetings is estimated and can vary significantly from year to year. This deliverable does not include meetings of the Water Quality Standards Advisory Committee (WQSAC).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 3 Meetings

Deliverable: Respond to inquiries regarding general WQS issues

Description: Includes all time spent responding to inquiries regarding general WQS issues. The number of inquiries is estimated and can vary significantly from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 5 Inquiries

Deliverable: Review of documents related to general WQS issues

Description: Includes time spent reviewing/ commenting on documents concerning general WQS issues. This can include proposed rules, regulations, guidance concerning WQSS.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 3 Documents

Activity: Identification of Fishery Types (Current)

Description: Certain water quality criteria such as dissolved oxygen and ammonia, are dependent on the fishery type. In order to apply the appropriate water quality standards, it is therefore important to know the fisheries that surface waters support. This activity includes coordination with the NH Fish and Game Dept to identify warm and cold water fisheries, cold water fish spawning areas, and waters where salmonids are present. The goal is to ultimately have this information available in GIS, displayed on maps and put on the DES Web site.

Start/End Dates: 10/01/2002 thru Lead Person: EDWARDSON, KENNETH

Deliverable: Develop SOPs for identifying fishery types

Description: END DATE EXTENDED FROM 9/30/04. Includes working with NHFG to identify SOPs for determining fishery types (ie, cold vs warm).

Start/End Dates: 04/01/2004 thru 09/30/2005 Lead Person: EDWARDSON, KENNETH Qty/Unit: 2 SOPs (Standard Operating Procedures)

Activity: Numeric nutrient standards (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: CURRIER, PAUL

Deliverable: Analyses and final report for FY03 104(b) Nutrient Criteria Grant (chlor a/P/N in impoundments)

Description: Includes satisfying the workplan for the subject grant which includes sampling 3 impoundments for nutrients, chlor a and clarity and then developing regressions. QAPP preparation and sampling is included under the RIVMON program. This deliverable includes the following:

1. Gather and assemble data (including any from outside sources) 10%
1. Statistical analyses (ie, regressions) for TP and N vs. chlor a and clarity (50%)
2. Development and submission of a final report to EPA (40%)

This deliverable and schedule is contingent upon receiving the grant from EPA by 11/15/03 and G&C approval by 2/1/04.

Start/End Dates: 10/01/2004 thru 08/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Reports, Final

Deliverable: Grant Admin: 2348(B): FY03 104(b)(3) Nutrient Criteria Grant

Description: Includes all tasks associated with general grant administration (financial management, WBE/MBE forms, quarterly reports etc.,).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Grants

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATER QUALITY STANDARDS (Current)

Activity: Numeric nutrient standards (Current)

Deliverable: Grant Admin: 2348(F): FY04 Nutrient Criteria Grant (Periphyton and Survey)

Description: Includes all tasks associated with general grant administration (financial management, WBE/MBE forms, quarterly reports etc.,).

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CURRIER, PAUL Qty/Unit: 1 Grants

Deliverable: Statistical analysis of nutrient and response variables for rivers, lakes, and estuaries

Description: END DATE EXTENDED FROM 3/31/05. Develop statistical relationships between nutrient concentrations and eutrophication response variables using available data from DES databases. Deliverables include:
 1. Statistical analysis of lake, large river, and estuary data
 2. Relate NHDES chlorophyll standard with phosphorus or nitrogen levels
 3. Evaluate covariates (water color, etc.)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: TROWBRIDGE, PHILIP Qty/Unit: 1 Reports, Final

Deliverable: UNH Survey to determine acceptable levels of chlor a (FY04 104(b)(3) Nutrient Criteria Grant)

Description: In accordance with the workplan for a 104(b)(3) grant (org 2348 (F)), UNH will develop and conduct a survey to determine acceptable levels of chlor a for swimming purposes.

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Surveys

Activity: Water Quality Standard Policy Development (Current)

Description: Includes creation of policies related to water quality standards to guide the bureau in a consistent manner where laws and/or regulations need clarification.

Start/End Dates: 10/01/2002 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Policies related to the Water Quality Standards

Description: Includes creation of policies related to water quality standards to guide the bureau in a consistent manner where laws and/or regulations need clarification. Number of policies generated is estimated and can vary significantly from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 1 Policies

Activity: Water Quality Standards Advisory Committee (Current)

Description: Direct the operation of the committee, providing administrative support.

Start/End Dates: 10/01/2001 thru Lead Person: CURRIER, PAUL

Deliverable: provide technical support to WQSAC and work on various tasks

Description: assist Administrator and secretary in developing agendas and proofing minutes, as needed, and work on various issues, such as "as naturally occurs", as needed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: ESTABROOK, ROBERT Qty/Unit: 3 Meetings

Activity: Waterbody Classifications (A and B) (Current)

Description: Surface waters in NH are classified as either A or B. Although similar in many ways, there are differences in water quality criteria and activities allowed between the two classes. This activity includes the development of documents and maps that describe and show the classification of surface waters in the state and putting this information on the Web.

Start/End Dates: 10/01/2002 thru Lead Person: COMSTOCK, W. GREGG

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED ASSISTANCE SECTION EDUCATION AND OUTREACH (Current)

Description: To provide outreach to the public regarding watershed assistance programs including following guidelines indicated in the "319 Education and Outreach Plan". Efforts focus on public awareness of Nonpoint Source Pollution, its effects and what can be done and the 319 Grant Program in NH.

Start/End Dates: 06/01/2001 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 319 Grants Outreach (Current)

Description: Provide outreach and promotion relating to 319 grant project

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: Create 2 to 4 more Success Stories

Description: Working with Nat and Steve, create 2 to 4 more Success Stories for 319 grant projects

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 2 Publications

Deliverable: Promote 319 grants RFP through press releases, workshop, websites, or display

Description: Taking advantage of at least one marketing method, promote the release of the yearly Watershed Assistance 319 grants RFP.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 2 Promotional Items

Deliverable: Provide press releases, presentations, websites, and display materials for selected grant projects

Description: Using the NPS newsletter and other press create press releases for selected grants and include grant projects in presentations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Projects

Deliverable: Put existing success stories on website

Description: Create pages on the WAS website for the success stories (use Colin's template)

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Web Pages

Deliverable: Update the "Comprehensive Outreach Plan for the 319 Nonpoint Source Program"

Description: Working with the Watershed Assistance Section, update existing publication. Note: Changed end date to 05 due to lack of time to do new planning.

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Workplans

Activity: GreenWorks Newspaper and Newsletter Columns (Current)

Description: A monthly article provide general back ground information about seasonally relevant nonpoint source pollution related issues, as well as consumer tips. It is e-mailed out to more than 60 papers and is used by them as space permits. It is also e-mailed to all DES employees and about 20 watershed organizations and additional contacts.

Start/End Dates: 10/01/1999 thru Lead Person: MCMILLAN, BARBARA

Deliverable: 7a Coordinate GreenWorks articles with bureau programs

Description: Work with other bureau programs on selecting subjects for articles

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Topics

Deliverable: Write and Distribute GreenWorks Articles

Description: Monthly environmental issue action articles

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 12 Articles

Activity: Gulf of Maine Public Education and Participation Committee (PEPC) (Current)

Description: Work with the PEPC committee

Start/End Dates: 01/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: Assist with GOM PEPC outreach efforts

Description: Provide assistance with GOMC PEPC outreach efforts including press releases, display or fact sheets

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 3 Outreach Activities

Deliverable: Attend GOM PEPC meetings

Description: Attend GOMC PEPC, council, or working group meetings or conference calls

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Meetings

Deliverable: GOMC Editorial Board

Description: Provide input and review of articles for the GOM Times

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Comments

Activity: NEIWPPC Annual Conference in New Hampshire (Current)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT**Program: WATERSHED ASSISTANCE SECTION EDUCATION AND OUTREACH (Current)****Activity: NEIWPPC Annual Conference in New Hampshire (Current)**

Description: Working with Eric Williams, DES WAS section, and NEIWPPC staff on the May 2005 NPS Conference at Bretton Woods in New Hampshire.

Start/End Dates: 06/01/2004 thru 07/01/2005 Lead Person: MCMILLAN, BARBARA

Deliverable: Final Conference Agenda

Description: Working with NEIWPPC have final agenda and legwork for agenda items completed.

Start/End Dates: 06/01/2004 thru 05/01/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Agendas

Activity: NPS Community Based Marketing Research (Current)

Description: Working with Sally Soule at OSP and 6217 funds from NOA we are trying to identify the barriers to changes in behavior associated with reducing NPS pollution. This will involve surveys, focus groups and putting together a document to be used by state, local and watershed organizations.

Start/End Dates: 01/02/2003 thru Lead Person: MCMILLAN, BARBARA

Deliverable: Create work plan for NPS community Based Marketing Research with Dog Waste?

Description: Working with Sally from NH Coastal Program, create a work plan to incorporate CBSM into a Dog Waste outreach program around the MST data

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Workplans

Activity: NPS Newsletter (Current)

Description: A publication of the N.H. DES Watershed Assistance Program working to prevent nonpoint source pollution

Start/End Dates: 10/01/1999 thru Lead Person: MCMILLAN, BARBARA

Deliverable: 1c Review and Expand newsletter mailing list

Description: Continue to, review and expand newsletter mailing list on a yearly basis

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Revisions

Deliverable: Newsletter produced, printed and mailed to "mailing list" on database

Description: Working with the Watershed Management Bureau and organizations outside of DES, select topics, write articles, print and mail newsletter

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Newsletters

Activity: NROC - Outreach to Coastal Communities on Natural Resource-Based Planning (Current)

Description: Working collaboratively with the NH Estuary Program, UNH Cooperative Extension, NH Coastal Program, Great Bay National Estuary Research Reserve, the Regional Planning Commissions, and others to provide education and technical assistance to communities in the Seacoast watershed on natural resource based planning to better manage growth and protect important natural resources.

Start/End Dates: 07/07/2003 thru Lead Person: MCMILLAN, BARBARA

Deliverable: East Kingston Presentation and Support

Description: Prepare and co-present initial "Dealing with Growth" presentation for East Kingston and provide follow-up support.

Start/End Dates: 01/01/2004 thru 12/31/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 1 Presentations

Deliverable: Outreach Workshop

Description: Presenting Outreach workshop to NROC communities

Start/End Dates: 07/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 2 Workshops

Deliverable: Participating in Community Meetings and Workshops

Description: Attend and participate in community meetings, presentations, and workshops as representative of participating NROC organization.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Meetings

Activity: Outreach/Media Workshop (Current)

Description: One day workshop on outreach and media tips for watershed organizations - then smaller presentations to other orgs based on parts of this workshop

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: Outreach/Media assistance or presentation

Description: Using materials created for the outreach/media workshop, assist local organizations or groups with their individual efforts or provide similar presentations to additional organizations

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 2 Presentations

Activity: Re-write and promote BMPs to Control Nonpoint Source Pollution (Current)

Description:

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED ASSISTANCE SECTION EDUCATION AND OUTREACH (Current)

Activity: Re-write and prormote BMPs to Control Nonpoint Source Pollution (Current)

Re-write, re-print, and promote NHDES-WD 97-98: Best Management Practices to Control Nonpoint Source Pollution: A Guide for Citizens and Town Officials, Revised November 1997

Start/End Dates: 01/01/2001 thru Lead Person: JONES, JILLIAN

Deliverable: Promote BMP Guide

Description: Using newsletters, mailings, website, conferences, workshops, and outside watershed organizations, promote the BMP Guide.

Start/End Dates: 01/01/2004 thru 01/01/2006 Lead Person: MCMILLAN, BARBARA Qty/Unit: 10 Promotional Items

Activity: Storm Water Phase II Education and Assistance Program (Current)

Description: Work with EPA/UNH/DOT/others in developing and implementing a comprehensive educational and assistance program promoting EPA's Storm ater Phase II Requirements

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: 6 Continue to update Phase II website

Description: As more information becomes available, continue to update Federal Stormwater Phase II NH website

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 2 Updates

Deliverable: Participate in NHDOT Reg Stormwater Mtgs and Provide Training for IDDP Investigations in Merr Basin

Description: Work with NHDOT and regional stormwater workgroup MS4s providing technical assistance, data and training related to IDDP and pollution source elimination in the Merrimack Basin.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 2 Training Sessions

Deliverable: participate in meetings related to Phase II planning

Description: Participate in DES in-house and out of DES meetings and workshops related to Phase II planning.

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 2 Meetings

Activity: Watershed Assistance Program's Webpage (Current)

Description: Maintain Watershed Assistance Program's Webpage

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: Monitor and update the Watershed Assistance Program Webpage

Description: Quarterly check and update of the webpage and add new information as needed

Start/End Dates: 09/02/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Checks

Activity: Watershed Organization's Information Sheets Packet (Current)

Description: Working with Intern to create a packet of 8 information sheets for watershed organizations to use.

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: Watershed Organization Information Sheets

Description: 1) What is a Wateshed?
 2) What Are Watershed Organizations and Wht Do They Do?
 3) List of NH Watershed Organizations
 4) How to Set-up a Watershed Organization
 5) Technical Assistance Available to Watershed Organizations
 6) Funding for Watershed Organizations
 7) Rgulatory Information for Watershed Organizations
 8) What Does The Clan Water Act Mean?
 END DATE EXTENDED FROM 09/30/02

Start/End Dates: 06/15/2001 thru 10/30/2004 Lead Person: MCMILLAN, BARBARA Qty/Unit: 8 Information sheets

Deliverable: Watershed Organization Information Sheets

Description: 1) What is a Wateshed?
 2) What Are Watershed Organizations and Wht Do They Do?
 3) List of NH Watershed Organizations
 4) How to Set-up a Watershed Organization
 5) Technical Assistance Available to Watershed Organizations
 6) Funding for Watershed Organizations
 7) Rgulatory Information for Watershed Organizations
 8) What Does The Clan Water Act Mean?
 END DATE EXTENDED FROM 09/30/02

Start/End Dates: 10/31/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 3 Information Packages

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED DATA MANAGEMENT (Current)

Description: Data management activities in support of watershed management programs

Start/End Dates: 12/15/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 2004 National Spatial Data Infrastructure (NSDI) Cooperative Grant (Current)

Description: In 2004 we received a grant to develop metadata for our GIS coverages based on FGDC standards.

Start/End Dates: 10/01/2004 thru 09/30/2006 Lead Person: D'AMICO, ELLEN

Deliverable: Create metadata for DES GIS coverages.

Description: The first step in the grant process is to create the metadata for a list of DES coverages according to FGDC standards.

Start/End Dates: 10/01/2004 thru 09/01/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 39 Documents

Deliverable: Provide presentation about process of creating metadata.

Description: As part of the grant, at least one presentation about the metadata will be provided. It will likely be given to the statewide GIS Advisory Committee.

Start/End Dates: 06/01/2005 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 Presentations

Deliverable: Provide training session on how to use the metadata.

Description: As part of the grant, one training session on how to use the new metadata will be given.

Start/End Dates: 06/01/2005 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 Training Sessions

Deliverable: Publish article about the metadata process.

Description: As part of the grant, at least one article will be published about the metadata process. It will likely be in the DES "Environmental News".

Start/End Dates: 08/01/2005 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 Articles

Activity: Contacts Database (Current)

Description: The contacts database is used to keep track of individuals in the numerous associations and work groups the bureau deals with. It also keeps track of health officers, legislators, and other related groups. Individuals change memberships to these groups frequently, therefore time must be spent updating this database on a periodic basis.

Start/End Dates: 10/01/2001 thru Lead Person: SOULE, DEBORAH

Deliverable: Update annually for legislators, municipal officials, and general contacts.

Description: Legislative in December; Municipal in May; and General contacts in December. E-mail request to every name/organization in the database

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 3 Updates

Activity: Create a joint UNH/DES watershed web site. (Current)

Description: UNH and DES each have water quality data for numerous waterbodies in NH. In order to make it more accessible to the public, a web site will be created which will allow users to select a waterbody and see a summary of the latest water quality data from either source. The site will also contain informational documents, volunteer monitor information and links to other related sites. The first phase will contain lake data only. In the future, the site will be expanded to include river and estuarine data to make this a true watershed web site.

Start/End Dates: 12/01/1999 thru Lead Person: SOULE, DEBORAH

Deliverable: Biomonitoring data available on web site.

Description: END DATE EXTENDED FROM 03/31/03, 12/31/2005. Data will be made available through One-Stop web site via the EMD after biological data is incorporated into the MED.

Start/End Dates: 03/01/2002 thru 12/31/2006 Lead Person: SOULE, DEBORAH Qty/Unit: 1 bio data on web site

Activity: Develop a comprehensive water quality database. (Current)

Description: Water quality monitoring data is currently stored in numerous spreadsheets and databases in various formats. In order to use this data more effectively, it needs to be in one format and in one application.

Start/End Dates: 03/01/2001 thru Lead Person: SOULE, DEBORAH

Deliverable: Continually update user's manual as the database is revised.

Description: END DATE EXTENDED FROM 12/31/2003. The users manual for version 1 will be updated to include changes made to the database. Training will be provided as needed. Info will be sent out to users as things change. This is an ongoing process as enhancements and changes are made regularly. 10/01/2003 The name of this deliverable used to be "Develop users manual for version 2 of the database and associated training."

Start/End Dates: 10/01/2003 thru 12/31/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Manuals

Deliverable: Develop business plan to incorporate biological data into EMD.

Description: Biological data is currently kept in EDAS - separate from the EMD. A module will be developed within the EMD to handle biological data.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Databases

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED DATA MANAGEMENT (Current)

Activity: Develop a comprehensive water quality database. (Current)

Deliverable: Develop data logger module in the EMD (Bill Weeks (OIT) deliverable).
Description: Business plan is written and is in final review. Module needs to be developed (coded) in EMD.
Start/End Dates: 09/01/2004 thru 03/31/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Databases
Deliverable: Develop electronic submittal of data to the EMD via templates and the web.
Description: Develop way to accept environmental monitoring data (stations and activities) electronically from outside labs and consultants in an Excel template format via the web. The data must be validated against the EMD and the submitting agency must be notified of errors in the import file. Work with WSEB will be necessary to develop a final template that will serve all DES program requirements.
Start/End Dates: 01/01/2004 thru 08/30/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Data Management Systems
Deliverable: Import UNH Lakes Lay monitoring data into STORET.
Description: END DATE EXTENDED FROM 05/31/2005. After the data has been imported into the water quality database, the data will be imported into the Department's copy of STORET and then sent to national STORET. Metadata will be entered into STORET to accept the data.
Start/End Dates: 10/01/2004 thru 10/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets
Deliverable: Import UNH coastal data into STORET.
Description: END DATE EXTENDED FROM 09/30/2004. Once the UNH data is in the water quality database, set up the appropriate metadata in STORET and import the data into Department's copy of STORET and then export it to EPA for incorporation into national STORET database.
Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets
Deliverable: Import Upper Merrimack and Green Mountain Conservation Group data into EMD annually.
Description: This deliverable entails gathering the new field data for 2004-5 from these groups and preparing it for import into the EMD.
Start/End Dates: 12/01/2004 thru 12/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 2 Data Sets
Deliverable: Import data sets into the water quality database.
Description: As data sets are prepared, they need to be imported into the water quality database by the developer.
Start/End Dates: 09/01/2003 thru 12/31/2004 Lead Person: Vacant Qty/Unit: 10 Data Sets
Deliverable: Import existing Ambient Shellfish data sets into the EMD
Description: The shellfish program has ambient monitoring data that needs to be imported into the EMD. The data set will have to be reviewed, cleaned and enhanced in order for it to be imported into the EMD.
Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets
Deliverable: Import old Site Remediation Data into the EMD
Description: END DATE EXTENDED FROM 12/31/2004. Prepare, enhance and import old Site Remediation data and lab data into the EMD.
Start/End Dates: 01/01/2004 thru 06/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets
Deliverable: Import weather data into water quality database.
Description: END DATE EXTENDED FROM 12/31/2004. Acquire weather data that contains necessary attributes and is available on a daily basis and import it into the water quality database for comparing surface water monitoring results versus previous weather (precipitation). Provide for ongoing (daily) import of data into the database.
Start/End Dates: 09/01/2003 thru 12/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets
Deliverable: Integrate public water supply data into the EMD.
Description: Once the public water supply database contains stations (under development), import the stations and data into the EMD. Develop protocols/triggers for data to automatically be imported into the future.
Start/End Dates: 06/01/2005 thru 06/01/2006 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Data Sets
Deliverable: Integrate shellfish flow and activity data in the EMD.
Description: Currently flow data exists separately from the activity data in the EMD for Shellfish. This project will combine the data into the activity table which will allow easier reporting. Additional columns in the EMD activity table may be necessary.
Start/End Dates: 02/01/2005 thru 09/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Integrations
Deliverable: Prepare and import Connecticut River data into the EMD.
Description: This data would be useful in assessing the Connecticut River. Putting the data into the EMD would make the assessment much easier to do.
Start/End Dates: 09/01/2004 thru 09/30/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets
Deliverable: Prepare and import National Forest Service surface water monitoring data into water quality database
Description: END DATE EXTENDED FROM 12/31/2004. The National Forest Service in NH has surficial water monitoring data that would be useful to us in assessing waterbodies. They have agreed to provide data that we can import into our water quality database.
Start/End Dates: 01/01/2004 thru 12/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED DATA MANAGEMENT (Current)

Activity: Develop a comprehensive water quality database. (Current)

Deliverable: Prepare and import Souhegan River Watershed Association data into EMD.

Description: This association has data that would be useful in assessing the Souhegan River. Putting the data into the EMD would make the assessment much easier to do.

Start/End Dates: 09/01/2004 thru 06/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets

Deliverable: Prepare and import Superfund data into water quality database.

Description: END DATE EXTENDED FROM 12/31/2004. The Superfund program would like to use the water quality database to store their data. Stations and historical monitoring data must be created/prepared and imported into the water quality database. Provisions for direct import of data from the state lab must be developed as well.

Start/End Dates: 09/01/2003 thru 12/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets

Deliverable: Prepare and import UNH Lay Lakes monitoring data into water quality database.

Description: END DATE EXTENDED FROM 12/31/2004. UNH has a volunteer lake monitoring program. We would like to import this data into our water quality database for use in assessing waterbodies.

Start/End Dates: 01/01/2004 thru 06/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets

Deliverable: Prepare and import UNH coastal data into water quality database.

Description: END DATE EXTENDED FROM 05/31/04. UNH has coastal water quality monitoring data that would be useful to us for assessment purposes and also to build a comprehensive monitoring database of info for NH.

Start/End Dates: 09/01/2003 thru 05/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 Data Sets

Deliverable: Prepare and import Wastewater Bureau monitoring data into water quality database.

Description: END DATE EXTENDED FROM 12/31/2004. The Wastewater Bureau would like to use the water quality database to store their monitoring data. Programs and projects have been set up in the database to handle this info. Now stations and historical monitoring data must be prepared and imported. Provisions for direct import from the lab are to be set up for future data sets.

Start/End Dates: 09/01/2003 thru 12/31/2006 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Data Sets

Deliverable: Redevelop state lab import routine into EMD in Visual Basic (Bill Weeks (OIT) deliverable).

Description: The state lab import routine is written in a language that is out of date, difficult to program in, and is known by only a few programmers. This deliverable entails rewriting this vital program in Visual Basic. Dan Burleigh will requote most of it but it is up to Bill Weeks to take over the program - especially when the new LIM system is in production mode.

Start/End Dates: 10/01/2004 thru 12/31/2006 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Computer Programs

Deliverable: Updates and additions to the water quality database.

Description: This deliverable replaces "Create version 2 of the water quality database." since a major version update is not anticipated at this time. Changes and additions to the structure are made on an as needed basis with appropriate design documentation created based on the scope of the project. These changes are made in conjunction with input from other stakeholders in the department.

Start/End Dates: 05/01/2003 thru 05/01/2005 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Data Management Systems

Activity: Develop and enhance GIS coverages. (Current)

Description: The bureau needs to create, enhance, or clean up GIS coverages in order to meet data management and analyses needs.

Start/End Dates: 12/01/2000 thru Lead Person: SOULE, DEBORAH

Deliverable: Bureau GIS coverages in Department GIS web site. Use for staff GIS access.

Description: END DATE EXTENDED FROM 12/01/02, 12/01/03. Add the VRAP, VLAP, beach, lake survey, and ambient river sample site coverages to the Departments GIS web site.

Start/End Dates: 03/02/2002 thru 12/01/2006 Lead Person: D'AMICO, ELLEN Qty/Unit: 5 coverages on web site

Deliverable: Develop environmental monitoring database (EMD) One-Stop GIS coverage.

Description: This is a first step in creating a geographical component for the EMD. Each night a GIS coverage will be created based on the coordinate and datum info in the EMD.

Start/End Dates: 10/01/2004 thru 06/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 GIS Coverages

Deliverable: Develop way to display monitoring data for a sampling station in a GIS coverage.

Description: GIS coverages have been developed for many of the sampling programs. The sampling data for these stations are stored in the environmental monitoring database (EMD). We intend to develop the capacity to point and click on a station and see a synopsis of the monitoring data from the EMD.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 Applications

Activity: Develop water quality complaints tracking database. (Current)

Description: The bureau receives citizen complaints regarding water quality issues. Currently these complaints are kept in a flat file FoxPro database. In order to make this database more usable for the entire bureau, it needs to be enhanced and moved out of the FoxPro platform. In the future it needs to be further enhanced and integrated into other bureau databases.

Start/End Dates: 10/01/2001 thru Lead Person: SOULE, DEBORAH

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED DATA MANAGEMENT (Current)

Activity: Develop water quality complaints tracking database. (Current)

Deliverable: Develop new complaint forms.

Description: Once the business plan for the revisions to the complaint forms is created, make the necessary table and form updates in the complaint modules.

Start/End Dates: 08/01/2004 thru 05/01/2005 Lead Person: Vacant Qty/Unit: 1 Revisions

Deliverable: Revise complaint forms to aid in assessing waterbodies.

Description: The complaint forms previously developed need to be revised so that they are more useful for assessing waterbodies.

Start/End Dates: 12/01/2003 thru 12/31/2004 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Business Plans

Activity: Grants Reporting and Tracking System (GRTS) (Current)

Description: Enter 319 grants project information into EPAs GRTS.

Start/End Dates: 10/01/2002 thru Lead Person: MARCOUX, JEFFREY

Deliverable: Grant Projects Entered into GRTS

Description: Enter all FY2004 Incremental and FY 2004 Base into GRTS

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 100 Percent

Activity: Gulf of Maine Ocean Data Partnership (GoMODP) (Current)

Description: NHDES is a partner in this partnership and is now a member of the executive committee as chair of the technical committee. This activity includes participating in partnership, technical, and executive committee meetings to create a centralized portal for Gulf of Maine data. Also, it includes the development of protocols to share NHDES estuary and ocean data with the partnership using agreed upon protocols.

Start/End Dates: 07/08/2004 thru Lead Person: SOULE, DEBORAH

Deliverable: Participate in GoMODP.

Description: This deliverable includes participating in the partnership, technical, and executive committee meetings and developing protocols for NHDES to share ocean and estuary data with the partnership. As chair of the technical committee, NHDES has committed to a 3 year term.

Start/End Dates: 12/01/2004 thru 12/01/2007 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Partnerships

Activity: Implement use of STORET as a water quality data warehouse. (Current)

Description: Obtain and import water quality data for NH from other sources (EPA, UNH etc.) into STORET and use it as a comprehensive water quality warehouse.

Start/End Dates: 12/15/1999 thru Lead Person: SOULE, DEBORAH

Deliverable: Acquire and install CDUS scripts and test/evaluate data warehouse protocols.

Description: END DATE EXTENDED FROM 03/15/02, 10/31/2004. The EPA created CDUS scripts to allow an organization to house other organizations data within their own copy of STORET so that a data warehouse can be created. We need to acquire the latest scripts, load them here, and develop a process so that we can house other agency (EPA, UNH, etc.) data in our STORET.

Start/End Dates: 01/15/2000 thru 08/31/2005 Lead Person: Vacant Qty/Unit: 1 scripts loaded

Deliverable: Import 2004 beach, VRAP, and ARMP data into STORET.

Description: This deliverable is for uploading the 2004 field data for each program into the DES copy of STORET and up to National STORET. Data must be pronounced final by the programs (passed all QA/QC checks) before it can be imported into STORET.

Start/End Dates: 09/01/2004 thru 09/01/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 3 Data Sets

Deliverable: Import shellfish program water quality data into Department STORET

Description: END DATE EXTENDED FROM 12/31/02. Import data into local copy of STORET.

Start/End Dates: 06/01/2002 thru 12/31/2004 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 set of data into STORET

Deliverable: Upload Shellfish program water quality data into EPA STORET site

Description: END DATE EXTENDED FROM 12/31/02. Enter data and metadata into EPA STORET database.

Start/End Dates: 09/01/2002 thru 01/31/2005 Lead Person: CORNWELL, ANDREW Qty/Unit: 1 set of data into STORET

Activity: PEARL web data portal - exploring a data partnership (Current)

Description: The PEARL (Public Educational Access to Environmental Information) web site, created cooperatively by Maine DEP and the University of Maine, offers Maine environmental data to the public in a user friendly format. One of the creators of PEARL is now the director of the Center of Environment at Plymouth State University and is interested in creating a similar or expanded version of PEARL for NH and Vermont. If NHDES participates then we would receive the benefit of an already built, user friendly web site for the public to access our data (our current web access is not that user friendly). Their model is different from our current EMD database. Data sets are not integrated and data is mapped by lake not station. These are items we would like to see in an expanded PEARL but this would cause greater work on their end. Currently there are very few standards in PEARL.

Start/End Dates: 12/01/2004 thru Lead Person: SOULE, DEBORAH

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED DATA MANAGEMENT (Current)

Activity: PEARL web data portal - exploring a data partnership (Current)

Deliverable: Develop data sharing arrangement with PEARL developers.

Description: The PEARL developers are interested in some of the changes we have suggested for making a PEARL NH such as mapping data on a station basis and possibly including some basic standards. This deliverable would include participating in the workgroups to develop/expand this site, creating a data submittal file, and uploading the data to their web site once it is developed.

Start/End Dates: 12/01/2004 thru 12/01/2006 Lead Person: SOULE, DEBORAH Qty/Unit: 1 Web Sites

Activity: Provide GIS technical assistance and support. (Current)

Description: GIS reports, maps, and assorted analyses are periodically requested.

Start/End Dates: 08/01/2003 thru Lead Person: D'AMICO, ELLEN

Deliverable: Provide GIS technical assistance to bureau staff.

Description: Create general GIS reports, maps, analyses etc. as they are requested.

Start/End Dates: 08/02/2004 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 50 Requests

Activity: Provide GIS training to staff (Current)

Description: In order to promote the use of GIS in the bureau, training is to be provided.

Start/End Dates: 06/01/2001 thru Lead Person: D'AMICO, ELLEN

Deliverable: Provide 2 GIS training sessions.

Description: END DATE EXTENDED FROM 09/30/2003, 09/30/2004. Provide at least 2 GIS training sessions to the bureau staff to further expand on their GIS capabilities.

Start/End Dates: 06/02/2002 thru 09/30/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 2 Training Sessions

Activity: Watershed Assistance Grants database (Current)

Description: Grants in the database include 319 Base, 319 Incremental, 604(b), REPP, and possibly others.

Start/End Dates: 06/01/2001 thru Lead Person: MARCOUX, JEFFREY

Deliverable: Maintain Database

Description: Maintain and Update WAS grants database (reports).

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 1 Items

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED INVESTIGATIONS (Current)

Description: Investigations in watersheds using bacterial and chemical sampling along with various pollution source identification techniques to find and eliminate pollution sources.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Coastal pollution identification surveys (Current)

Description: Field investigations to identify pollution sources at final discharge points in specific watersheds

Start/End Dates: 10/01/2001 thru Lead Person: LIVINGSTON, ROBERT

Deliverable: Shoreline surveys

Description: Surveys include visual inspection of the shoreline looking for discharges and other pollution sources. Where discharges are found, samples are collected and analyzed for bacteria, with results determining what follow-up actions are required. Most shoreline areas have been covered by initial investigations. This deliverable covers the number of drainage network miles in new surveys in tributary areas.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LIVINGSTON, ROBERT Qty/Unit: 3 Miles

Activity: Complaint Investigations (Current)

Description: Field and office investigations of Nonpoint source pollution complaints State wide

Start/End Dates: 10/01/2001 thru Lead Person: LIVINGSTON, ROBERT

Deliverable: Complaints Investigated in Merrimack Watershed

Description: NPS related complaints within the Merrimack Watershed are investigated by WAS staff each year. Activities associated with investigation, documentation and resolution of these issues will be reported in the EMD.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 6 Complaints

Deliverable: Complaints addressed

Description: Snow dumping and miscellaneous NPS complaints are occasionally investigated by Watershed Assistance Section staff. Activities will be reported on the Water Quality Section complaint database.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LIVINGSTON, ROBERT Qty/Unit: 12 Complaints

Activity: Merrimack Pollution Identification Surveys (Current)

Description: This activity involves dry weather outfall surveys, investigations of pollution sources, and working with municipalities to eliminate illicit discharges.

Start/End Dates: 10/01/2001 thru Lead Person: LANDRY, STEPHEN

Deliverable: Merrimack River mainstem shoreline survey

Description: Conduct dry weather outfall surveys of the Merrimack River mainstem from the Mass./NH border to the confluence of the Pemigewasset and Winnepesaukee Rivers in Franklin. Document all outfall pipes and other pollution sources of note. Collect samples whenever there is enough flow from an outfall pipe to fill a sample bottle. Shoreline mileage counted as follows: Nashua - 7.61, Hudson - 7.23, Merrimack - 8.58, Litchfield - 8.38, Bedford - 4.25, Manchester - 16.04 (10.77 east, 5.27 west), Hooksett - 12.47 (5.60 east, 6.87 west), Allenstown - 0.72, Bow - 5.85, Pembroke - 3.06, Concord - 25.97 (14.22 east, 11.75 west), Boscawen - 11.06, Canterbury - 9.42, Northfield - 3.18, and Franklin - 7.3 (2.90 east, 4.40 west).

Start/End Dates: 07/01/2002 thru 12/01/2009 Lead Person: JONES, JILLIAN Qty/Unit: 130 Miles

Deliverable: Nashua IDDE Investigations ArcView Data Layer

Description: Verify all Nashua outfall locations identified and georeferenced by WAS personnel. QC ArcView data and produce ArcView data set for delivery to Nashua DPW. Data collected and verified by WAS will include all municipal and private outfalls documented during IDDE investigations from 2002 through 2004.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Applications, GIS

Deliverable: Nashua IDDE Investigations Digital Image Library

Description: Create an IDDE Investigations Library on CD for Nashua DPW. The CD will contain all IDDE images that WAS personnel captured since 2002. Photos will be organized into project folders that correspond with specific waterbodies and outfall ID.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Libraries, Electronic

Deliverable: Nashua IDDE Investigations Report/Binder

Description: Create duplicate 3-ring binder that includes all field sheets from dry weather investigations conducted from 2002 to 2004 for Nashua. The binder will include all progress memos, protocols, site sketches, outfall ID information and laboratory results for e.coli samples collected. The binder will also contain photo summary sheets, written summaries of daily activities and a final memo that summarizes the IDDE effort completed by WAS personnel over the two year project period.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Reports, Final

Deliverable: Souhegan River shoreline survey

Description: Conduct dry weather outfall survey of all or most of the Souhegan main stem. Document all outfall pipes or other pollution sources of note. Collect samples whenever there is enough flow from an outfall pipe to fill a sample bottle. Shoreline mileage counts each bank separately. EXTENDED FROM 12/01/04.

Start/End Dates: 05/01/2003 thru 12/01/2005 Lead Person: JONES, JILLIAN Qty/Unit: 30 Miles

Deliverable: Town of Auburn shoreline survey

Description: Conduct dry weather outfall survey of all surface waters located within the Town of Auburn. Document all outfall pipes or other pollution sources of note. Collect samples whenever there is enough flow from an outfall pipe or related structure to fill a sample bottle. Shoreline mileage counts each bank seperately. EXTENDED FROM 12/31/04.

Start/End Dates: 05/01/2004 thru 12/31/2005 Lead Person: JONES, JILLIAN Qty/Unit: 63 Miles

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED INVESTIGATIONS (Current)

Activity: Nashua dry weather shoreline surveys (Current)

Description: Complete initial round of dry weather field investigations on all surface waters in Nashua. The purpose is to identify pollution sources and illicit discharge connections to the storm drainage system.

Start/End Dates: 06/25/2002 thru Lead Person: LANDRY, STEPHEN

Deliverable: Outfall Survey Report for Nashua

Description: A findings report will be prepared by DES and delivered to the Nashua DPW indicating the locations of dry weather surveys, GPS locations of all outfalls and a total sum of number of miles of shoreline surveyed during 2002.
 END DATE EXTENDED FROM 12/31/2002 TO 4/30/2004.
 END DATE EXTENDED FROM 4/30/04

Start/End Dates: 06/25/2002 thru 09/30/2005 Lead Person: JONES, JILLIAN Qty/Unit: 1 Reports, Final

Activity: Shellfish Program Referrals Pollution Source Investigations (Current)

Description: The Shellfish Program refers actual and potential pollution sources to the Watershed Assistance Section for follow up investigations. WAS will develop the mechanisms for prioritizing, conducting and reporting on follow up work.

Start/End Dates: 10/01/2002 thru Lead Person: LANDRY, NATALIE

Deliverable: Great Bay Estuary Watershed Referral-Investigation Report

Description: The Shellfish Program sent a referral to the WAS for four sites in the Great Bay Estuary watershed that included sites in the Bellamy River, Lower Little Bay and Upper Little Bay. This deliverable will be a status report on the investigations by WAS.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 1 Reports, Final

Deliverable: Little Harbor & Back Channel Referral-Investigation Report

Description: The Shellfish Program conducted a shoreline survey of Little Harbor and Back Channel in 1999. The WAS was working with the municipalities to address untreated wastewater discharges. The WAS section will update the Shellfish Program on the progress of the discharge removal.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 1 Reports, Final

Deliverable: Status Report for Atlantic Coast Pollution Sources Referral 2003

Description: On November 30, 2003, WAS sent the Shellfish Program a report on the status of Atlantic Coast Pollution Source Referrals. This deliverable will be an update on the status that includes the actions taken by WAS to address the sources.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 1 Reports, Final

Activity: Watershed Investigations Quality Assurance Project Plan (QAPP) (Current)

Description: A QAPP that covers watershed investigations in the Merrimack and coastal watersheds will be written and submitted to EPA

Start/End Dates: 10/01/2002 thru Lead Person: JONES, JILLIAN

Deliverable: QAPP

Description: Develop a QAPP that covers all watershed investigations. This was supposed to have been done in the previous fiscal year.
 END DATE EXTENDED FROM 9/30/03 TO 3/31/2004.
 THIS POSITION WAS ELIMINATED FROM PPG BUDGET IN OCT 2003 -- WORK WILL NOT BE DONE.
 POSITION FILLED 9/2004 END DATE EXTENDED FROM 3/31/2004

Start/End Dates: 10/01/2002 thru 09/30/2005 Lead Person: JONES, JILLIAN Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED MANAGEMENT ADMINISTRATION (Current)

Description: Watershed Management Bureau activities that are not specific to a particular program.

Start/End Dates: 05/09/2001 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Brown bag seminars (Current)

Description: Hold informal brown bag seminars which could be about interesting projects, trips, etc.

Start/End Dates: 10/01/2001 thru Lead Person: JONES, JILLIAN

Activity: Bureau Meetings (Current)

Description:

Start/End Dates: 06/01/2001 thru Lead Person: LOSKAMP, MARIE

Deliverable: Bureau Meetings will focus on a major watershed

Description: Each major watershed (Merrimack, CT, Coastal, Saco/Androscoggin) will be the focus of the bureau meeting at least once a year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 4 Meetings

Deliverable: Conduct bureau meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 10 Meetings

Activity: Develop a watershed management approach (Current)

Description: In order to improve upon NHDES's existing watershed management efforts, we will facilitate the development of a watershed management approach. This approach will be created with the involvement of NHDES personnel as well as other watershed management stakeholders, and will be used to guide watershed management efforts in NH.

Start/End Dates: 05/13/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Conduct GIS queries and analyses on two watersheds (10 digit HUCs).

Description: END DATE EXTENDED FROM 03/01/2004; 05/01/2004. Refine management questions and develop map and tabular outputs for watershed assessments to answer the management questions. This will be done in cooperation with local watershed organizations and regional planning agencies.

Start/End Dates: 02/01/2003 thru 12/31/2004 Lead Person: D'AMICO, ELLEN Qty/Unit: 2 Assessments

Deliverable: Create an NPDES discharge "load estimator" coverage.

Description: END DATE EXTENDED FROM 10/01/2003, 05/01/2004. The parameters to be included in the load estimator include BOD, nitrogen (several species), and phosphorus. A GIS coverage of outfall locations will be completed. This involves completion of field locating outfalls. Estimation of N and P loads by facility will be made based on facility type and DMR flow records. Most WWTFs do not presently monitor for N or P.

Start/End Dates: 12/01/2002 thru 10/31/2004 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 GIS Coverages

Deliverable: Develop concise definitions for lakes, rivers and wetlands

Description: END DATE EXTENDED FROM 09/30/2003. Develop concise definitions for these waterbody types in order to create a comprehensive waterbody coverage for use in the waterbody database. Note - this deliverable was moved from the 305 b- 303 d program in October 2002.

Start/End Dates: 07/01/2002 thru 12/31/2004 Lead Person: EDWARDSON, KENNETH Qty/Unit: 1 Definitions

Deliverable: Develop watershed-wide nutrient management plans for two watersheds.

Description: Extend date from 12/31/04 to 9/30/05: Extnd date from 9/30/04 to 12/31/04. Extend end date from 5/30/04 to 9/30/04: Using the load estimator and watershed queries and analyses (all to be created under other deliverables), develop a watershed-wide nutrient management plan for 2 watersheds. EPA's BASINS software will be evaluated as a modeling tool for this task. This is part of the workplan for a FY02 104(b)(3) grant which ends 9/30/05 (administered by D. Soule).

Start/End Dates: 05/01/2003 thru 09/30/2005 Lead Person: COMSTOCK, W. GREGG Qty/Unit: 2 Plans

Deliverable: Develop web access to data layers included in watershed approach.

Description: Similar to the One-Stop web site, provide access via the web to the GIS data layers developed for the watershed approach.

Start/End Dates: 10/01/2004 thru 12/31/2005 Lead Person: D'AMICO, ELLEN Qty/Unit: 1 Web Sites

Activity: Education & Outreach (Current)

Description: Coordinate Bureau-wide education & outreach

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: 2 Fact sheet and guide annual reviews

Description: Develop a policy to perform annual reviews of fact sheets and guides to keep information current.
END DATE EXTENDED FROM 9/30/04.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 1 Reviews

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED MANAGEMENT ADMINISTRATION (Current)

Activity: Education & Outreach (Current)

Deliverable: Envirothon Assistance

Description: Assist in developing scenario for 2005 Envirothon and provide coordinated support at event

Start/End Dates: 07/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 Events

Deliverable: Respond to email inquiries and information requests from watershed web contacts

Description: Receive emails from general addresses on Watershed website and respond or redirect to the appropriate DES staff for response.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 150 E-mails

Activity: Encourage Bureau social activities (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: Vacant

Deliverable: Organize and oversee implementation of one social event per section per year

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 5 Events

Activity: Encourage professional development (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: CURRIER, PAUL

Deliverable: Certified Public Managers

Description: Encourage supervisors and prospective supervisors to take the Certified Public Management Course.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 1 Persons

Deliverable: Presentations

Description: Encourage presentation of papers at conferences

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 5 Presentations

Activity: Governor and Council Requests. (Current)

Description: It is difficult to determine where G&C documents are in the Department's internal review process. Numerous people must be called to track down where a proposal is and determine if it will make it to the desired G&C meeting. A spreadsheet was created in-house to track documents through the process but it was deemed of limited use since there was still considerable effort spent in tracking items. Also, it was noticed that not only did we have a tracking system but so did other bureaus, divisions, and the commissioner's office. There was considerable duplication of effort across the Department. In order to create one effective tracking process, we proposed a universal tracking system to IRMU.

Start/End Dates: 06/01/2001 thru Lead Person: SOULE, DEBORAH

Deliverable: Process Governor and Council Requests

Description: All work by administrative support staff, bureau administrator, and section supervisors to process and track G&C and Fiscal Committee requests.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: LOSKAMP, MARIE Qty/Unit: 150 Requests

Deliverable: Process Governor and Council Requests

Description: All work by administrative support staff, bureau administrator, and section supervisors to process and track G&C and Fiscal Committee requests.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 150 Requests

Activity: Grant proposals (Current)

Description: Includes preparation of grant proposals.

Start/End Dates: 10/01/2003 thru Lead Person: LOSKAMP, MARIE

Deliverable: Grant Proposals

Description: Includes all time spent preparing grant proposals. Number of grant proposals is estimated and can vary significantly from year to year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 4 Proposals

Activity: Gulf of Maine Council Working Group Participation (Current)

Description: General activities associated with DES representation on the Gulf of Maine Council Working Group, including meeting participation, coordination with Council staff, budget administration

Start/End Dates: 06/01/2001 thru Lead Person: CURRIER, PAUL

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED MANAGEMENT ADMINISTRATION (Current)

Activity: Gulf of Maine Council Working Group Participation (Current)

Deliverable: Gulf of Maine Working Group

Description: As Secretariat, chair the quarterly Gulf of Maine Council Working Group meetings.

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 4 Meetings

Deliverable: Working Group/Finance Committee conference calls

Description: The business of the GOMC Working Group is conducted via conference calls, approximately montly. As Secretariat, NH will develop the agendas and chair the calls.

Start/End Dates: 07/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 12 Conference Calls

Activity: IOI Reporting (Current)

Description: Weekly reporting of Items of Interest by each section, transmitted to the Division Director

Start/End Dates: 05/14/2001 thru Lead Person: CURRIER, PAUL

Deliverable: Section supervisors to submit IOIs

Description: Section supervisors should submit IOIs even if negative. A spreadsheet will be developed to track. A spreadsheet was developed and is used weekly.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 416 Submittals

Activity: Implement a watershed management approach (Current)

Description: An implementation strategy will be developed for NHDES's watershed management approach.

Start/End Dates: 01/01/2003 thru Lead Person: COUTURE, STEVEN

Deliverable: Select 3 Watershed Approach Pilot Projects

Description: An RFP will be issued in September. The Watershed Approach committee (SNED) will review the proposals and select three pilot projects to implement.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 3 Pilot Programs

Deliverable: Select on-call Watershed Approach Consultants

Description: DES will provide on-call technical consultants to be available to organizations selected to run pilot watershed approach projects. An RFP was issued in July, 4 consultants were selected in September. This task is to execute contracts with the four consultants so that they are available for work with the pilot projects as soon as possible.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 4 Contracts

Activity: Laws, Rules, and Policies (Current)

Description: Ensure the existing laws, rules, and policies for which the Bureau is responsible for are current, are being properly implemented, are being enforced, and are achieving the desired result.

Start/End Dates: 10/01/2001 thru Lead Person: CURRIER, PAUL

Activity: Legislation (Current)

Description: Ensure proposed legislation is consistent with the Bureau's mission, laws, rules and policies.

Start/End Dates: 10/01/2001 thru Lead Person: CURRIER, PAUL

Activity: Measures Tracking and Reporting System (MTRS) (Current)

Description: This activity oversees the development and utilization of the MTRS for the Water Division. Includes assistance in developing annual work plans, troubleshooting and participation in the Measures Team.

Start/End Dates: 05/01/2001 thru Lead Person: WASKIN, WENDY

Deliverable: Participate in Regular Measures Team Meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 12 Meetings

Deliverable: Provide Technical Assistance to WD Users

Description: Function as the Database Administrator for the Division. Populate tables, troubleshoot, provide training

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 40 Assistances Provided

Deliverable: Quarterly Reports

Description: Ensure the data for Quarterly Reports is entered in a timely manner and is accurate. Final reports are placed on the Q:\ drive for uploading to the Intranet

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 4 Reports, Final

Activity: New employees (Current)

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED MANAGEMENT ADMINISTRATION (Current)

Activity: New employees (Current)

Description: Packet would consist of filing procedures, policies, bureau phone list, "What You Do" spreadsheet, organization chart, floor plan, etc.

Start/End Dates: 10/01/2001 thru Lead Person: LOSKAMP, MARIE

Activity: Provide a physically comfortable and productive work environment (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Review, revise and implement the Equipment Allocation Process

Description: Review and revise, as necessary, the process for allocating equipment.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 1 Processes

Deliverable: Schedule an annual purge week

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LOSKAMP, MARIE Qty/Unit: 1 Purge Days

Activity: Provide opportunity for cross-training of staff (Current)

Description: Provide an opportunity for staff to cross-train to allow them to learn and appreciate , first-hand, what other people do within the bureau.

Start/End Dates: 10/01/2001 thru Lead Person: COMSTOCK, W. GREGG

Deliverable: Develop cross-training policy

Description: END DATE EXTENDED FROM 9/30/03
END DATE EXTENDED FROM 9/30/04

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: CURRIER, PAUL Qty/Unit: 1 policy

Activity: Section Supervisors Meetings (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: CURRIER, PAUL

Deliverable: Two meetings per month

Description:

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: CURRIER, PAUL Qty/Unit: 20 Meetings

Deliverable: Two meetings per month

Description:

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CURRIER, PAUL Qty/Unit: 20 Meetings

Activity: Section staff meetings (Current)

Description: Each section will try and meet monthly. Inc. Shellfish, WQ Planning, WAS, Data, and Biology. The Bureau Administrator will be notified in advance of meetings and provided an agenda

Start/End Dates: 10/01/2001 thru Lead Person: MARCOUX, JEFFREY

Deliverable: Staff Meetings

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 50 Meetings

Activity: Stakeholder group meetings (Current)

Description:

Start/End Dates: 06/01/2001 thru Lead Person: MARCOUX, JEFFREY

Activity: State of Environment Report (Current)

Description: Produce the Water Division's Sections of New Hampshire's State of Environment Report. Assume Report will be produced annually.

Start/End Dates: 10/01/2002 thru Lead Person: WASKIN, WENDY

Deliverable: Review DES Annual Report from Commissioners Office

Description:

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: WASKIN, WENDY Qty/Unit: 1 Reviews

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED MANAGEMENT ADMINISTRATION (Current)

Activity: State of Environment Report (Current)

Deliverable: Work with VRP on developing a State of Environment Report for 2005

Description:

Start/End Dates: 01/01/2005 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 2 Tasks

Activity: Time Allocation (Current)

Description: Activities related to the tracking and reporting of time spent on specific outputs in the work plan.

Start/End Dates: 10/01/2002 thru Lead Person: WASKIN, WENDY

Deliverable: Run time sheet reports and review with Bureau Administrator

Description: Review and evaluate time sheet reporting.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 1 Reports, Final

Deliverable: Update Site Code List as Necessary

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 1 Updates

Activity: Watershed Management Bureau Web Site (Current)

Description:

Start/End Dates: 10/01/2001 thru Lead Person: MCMILLAN, BARBARA

Deliverable: 5 Review and Update website

Description: Include upcoming meetings and workshops

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 4 Reviews

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED PROTECTION (Current)

Description: Technical and financial assistance to individuals, municipalities, and organizations to prevent pollution in waterbodies and keep them from becoming impaired.

Start/End Dates: 10/01/1999 thru PAs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 604(b) Grants (Current)

Description: Award 604(b) grants to the 9 regional planning agencies and the Connecticut River Joint Commissions.

Start/End Dates: 10/01/2001 thru Lead Person: COUTURE, STEVEN

Deliverable: Administer 604(b) contracts for FY 03

Description: Update grants database with invoice approvals and tasks completed as provided by the Rivers and Lakes Program.

Start/End Dates: 01/01/2004 thru 02/01/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 10 Contracts

Deliverable: Administer 604(b) contracts for FY 04 & FY 05

Description: Invoices Update grants database with invoice approvals and tasks completed as provided by the Rivers and Lakes Program.

Start/End Dates: 01/01/2005 thru 02/02/2007 Lead Person: MARCOUX, JEFFREY Qty/Unit: 10 Invoices

Deliverable: Award 604(b) contracts

Description: Negotiate scopes in fall. Submit contracts for G&C approval in December

Start/End Dates: 01/01/2005 thru 05/30/2005 Lead Person: COUTURE, STEVEN Qty/Unit: 5 Contracts

Activity: Connecticut, Saco, and Androscoggin basins needs assessment (Current)

Description: Watershed supervisors were recently hired for the Merrimack and Coastal basins. A needs assessment is required of the workload in the remaining basins.

Start/End Dates: 07/01/2001 thru Lead Person: COUTURE, STEVEN

Activity: Develop a stormwater utility guideline or resource base (Current)

Description: The development of a stormwater utility guideline for New Hampshire municipalities will provide the incentive for a proactive approach to stormwater management and treatment on a watershed scale

Start/End Dates: 10/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Collect research materials

Description: END DATE EXTENDED TO 9/30/2005. Examine existing stormwater utility implementation across the country in order to develop a guideline for New Hampshire municipalities

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 compendium

Deliverable: Research New Hampshire law

Description: END DATE EXTENDED TO 9/30/2005. Investigate the feasibility of developing stormwater utilities for New Hampshire municipalities based upon New Hampshire law related to this activity

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 legal summary

Activity: Gulf of Maine Council Environmental Monitoring Committee (Current)

Description: The GOMC created the Environmental Monitoring Committee to provide environmental resource managers with information to support sustainable use of the Gulf and allow assessment and management of risk to public and environmental health from current and potential threats.

Start/End Dates: 10/01/2002 thru Lead Person: LANDRY, NATALIE

Deliverable: Attend Gulf of Maine Environmental Monitoring Committee meetings

Description: The EMC meets at least two times per year to discuss the Gulf of Maine monitoring needs and modifications to the monitoring plan.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Meetings

Activity: Manage the 319 Grant program (Current)

Description: Award 319 grants for nonpoint source local initiatives projects. Continue to manage active grants projects from prior years. Track progress of projects through the Watershed Assistance Grants Database.

Start/End Dates: 10/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Accounting Review

Description: Quarterly review and reconcile expense reports for account 2025

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 4 Reviews

Deliverable: Award Grants

Description: Proposals received in November. Proposals evaluated and funding decisions made in January. Contracts drafted and awarded in spring.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 15 Grants

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED PROTECTION (Current)

Activity: Manage the 319 Grant program (Current)

Deliverable: B-04-C-02, Hampton/Seabrook Harbor Mgt of Non-Human Sources of Fecal-Borne Bacteria

Description: B-04-C-02, UNH, \$59,022

1. Prepare and submit a Quality Assurance Project Plan (QAPP) describing quality assurance procedures and monitoring plans for the project. All data shall be collected in accordance with the QAPP. No data shall be collected prior to QAPP approval by the U.S. Environmental Protection Agency (EPA). No funds shall be released under this agreement until U.S. EPA approval of the QAPP is received.
2. Review existing data from recent NHDES and UNH studies that have documented problem storm drainage systems and suspected source species. Gather information from local public works departments, conservation commissions, and local citizens.
3. Collect water and fecal samples during runoff events to confirm presence of non-human species at the study areas. Use ribotyping to identify source species. Determine the relative fraction of source species contributing to pollution and identify areas where non-human sources are significant.
4. Inspect areas identified in task 3 for fecal materials or presence of source species. Estimate the amount of fecal material and E. coli concentrations as well as possible mechanisms for transport of fecal material to the estuarine receiving waters during runoff events, including low measurements.
5. Determine transport mechanisms and bacterial loading during runoff event at the study sites. Collect water samples along a transect of the transport route from the feces deposition area to the receiving waters. Measure flow where possible to estimate loading rate. Confirm pollution source origin of measured E. coli concentrations using ribotyping.
6. Review literature on management strategies and Best Management Practices (BMPs) for non-human sources of pollution to determine the types of BMPs that would be useful for interpreting/treating bacterial pollution prior to entering receiving waters. Compile a list of useful BMPs and management strategies for the specific study areas.
7. Hold technical meetings with local public works departments, conservation commissions, DES, and other interested parties throughout the project to help identify pollution sources areas, transport mechanisms and possible treatment options, and to discuss project progress and results.
8. Create educational and scientific presentation for use at both public educational and scientific meetings. Results will be summarized in a scientific paper for publication in a peer-reviewed journal.
9. Submit semi-annual and final progress reports.

Start/End Dates: 02/01/2004 thru 12/31/2006 Lead Person: LANDRY, NATALIE Qty/Unit: 9 Tasks

Deliverable: B-04-C-06, Protecting Water Resources in NH Coast Communities Project

Description: B-04-C-06, UNH Sea Grant, \$22,563

1. Create a template digital presentation on solutions for various non-point source pollutant sources. The presentation will include water quality improvement strategies for both existing infrastructure and new developments. It will cover techniques such as catch basin maintenance, infiltration basins, and small scale treatments.
2. Revise NROC marketing, application, program design and evaluation documents to reflect addition of a water quality improvement track parallel to the land/natural resource protection track.
3. Create a comprehensive GIS water resources map including ground and surface water data, public water supplies, source water protection areas, subwatersheds, buffer strips and riparian areas, wetlands (based on soils and NWI data), impervious surfaces, and co-occurrence of these features, resulting in two maps per community.
4. Test the new presentation with a pilot community. Refine new presentation based on feedback from pilot community and retest new presentation. Evaluate the presentation's effectiveness in changing knowledge.
5. Follow through with the action plan and project development and implementation components of NROC assistance with pilot communities.
6. Evaluate the presentation, process and community's project planning and implementation for indicated changes and indicators of success.
7. Submit semi-annual and an annual progress report.

Start/End Dates: 02/01/2004 thru 12/31/2006 Lead Person: MCMILLAN, BARBARA Qty/Unit: 7 Tasks

Deliverable: B-04-C-07 Bartlett Street, Portsmouth, Stormwater Treatment Project

Description: B-04-C-07, City of Portsmouth, \$50,000

1. Create design and planning for re-locating the existing sewer and stormwater infrastructure and separating all of these into separate systems with the stormwater being routed to the new treatment structure with an approximate 48-inch diameter outlet, into North Mill Pond.
2. Review of criteria for stormwater treatment options after the engineering information has been compiled and the specific volumes and velocities have been determined. The City will develop a list of criteria to use in selecting the treatment device.
3. Select the innovative stormwater treatment device based on successful bid application and according to the appropriate criteria.
4. Submit Semi-Annual Progress Reports, on forms provided by DES, each December 31 and June 30, documenting work accomplished. Submit a Final Report (in both printed and electronic formats) documenting, with photographs and narrative, the success of the project, including a report of available water quality data for the location of the unit and other areas of North Mill Pond, if available, a description of the installation process, and plans showing the location of the new unit. All photographs shall be taken in accordance with DES's Standard Operating Procedures for Photographic Documentation.

Start/End Dates: 02/01/2004 thru 12/31/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 4 Tasks

Deliverable: B-04-CT-01, Perkins Pond Diagnostic Feasibility Study Project

Description: B-04-CT-01, NHDES, \$6,300

- Tasks:
1. Estimate avg annual TP loadings to Perkins Pond under existing conditions
 2. Estimate avg annual TP loadings for various scenarios using the Watershed Model
 3. Make recommendations for municipal sewers, zoning, land conservation purchases based on estimates
 4. Submit Annual Report

Start/End Dates: 02/01/2004 thru 05/31/2006 Lead Person: MARCOUX, JEFFREY Qty/Unit: 4 Tasks

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED PROTECTION (Current)

Activity: Manage the 319 Grant program (Current)

Deliverable: B-04-M-03, Nashua Wetlands Buffer Outreach Project

Description: B-04-M-03, Nashua Conservation Commission, \$8,025

1. Hire a project coordinator and identify sites for installation of buffer posts. Sites to be determined by identifying prime and critical wetland buffer areas using a GIS map. Research and identify abutters to prime and critical wetlands and contact for permission to install markers.
2. Order and install posts according to priority list. Document installation sites with location information and digital photographs, in accordance with DES's photo documentation procedures, for reference to evaluate the impact of the markers on preserving the wetland buffer areas.
3. Monitor wetland buffer markers at each site. Replace/maintain posts as needed.
4. Add nonpoint source pollution description to "Protecting Wetland Buffers" brochure and revise layout of the brochure. The description is to include the beneficial role of wetland buffers in preserving and improving the water quality of Nashua's rivers, brooks, ponds and water supply areas. The brochure shall be reviewed and approved by NH DES prior to printing and distribution.
5. Print and mail brochures to prime and critical wetland abutters determined in Task 1.
6. After one year from installation, take photos of each site to assess the benefit of using the markers to delineate the buffer area, increasing public recognition and enforcement of the wetland ordinance.
7. Collect data on wetland violations and abatement measures taken after the wetland buffer markers are installed. This data will be compiled by the project coordinator and the Code Enforcement Department and given to the Nashua Conservation Commission.
8. Meet with the Nashua Conservation Commission to discuss and document the benefit of visual buffer markers and the outreach and educational impact of the "Protecting Wetlands Buffers" brochure.
9. Submit Semi-Annual Progress Reports, on forms provided by DES, each December 31 and June 30, documenting work accomplished, beginning December 2004. Submit a Final Report (in both printed and electronic formats) documenting, with photographs and narrative, the success of the project, including location of installed markers, analysis of the benefit of marker installation, including documentation of increased public recognition of wetland buffers and reduced incidence of wetland violations. All photographs shall be taken in accordance with DES's Standard Operating Procedures for Photographic Documentation.

Start/End Dates: 02/01/2004 thru 12/31/2006 Lead Person: LANDRY, STEPHEN Qty/Unit: 9 Tasks

Deliverable: B-04-S-04, Ossipee Watershed Environmental Planning Initiative Project

Description: B-04-S-04, Green Mountain Conservation, Group, \$30,000

1. Establish the Watershed Coalition of watershed stakeholders including, but not limited to municipal officials, NH DES, Saco River Corridor Commission, UNH Cooperative Extension, Ossipee Lake Alliance (OLA), Chocorua Lake Association, Dan Hole Watershed Trust, and area businesses.
2. Host regional public information meeting with Coalition to introduce the project, recruit volunteers, establish project guidelines and goals with community and discuss development of a watershed environmental survey.
3. Continue existing water quality monitoring program with the Green Mountain Conservation Group (GMCG) RIVERS program, OLA Lake Protection Project. Share data with the Saco River Corridor Commission and expand the water quality monitoring database to include lake data from all lake associations in the Ossipee watershed. Create GIS Map of watershed water chemistry based on data collected from 2001-2005. Post data on website.
4. Conduct stream assessment training ?for what audience? NEED MORE DETAILS
5. Host Watershed Weekend to focus on Wetlands and Wetland buffers. GMCG will work with DES, UNH Cooperative Extension and NH Audubon to invite regional officials, planners and area residents interested in learning more about wetland violations, the Shoreland Protection Act, and watershed planning.
6. Work with coalition to create watershed environmental survey to include:NEED MORE DETAILS. Receive and tally survey results. Present analysis of survey at a public meeting based on the most important issues shared by individual towns.
7. Work with Coalition to establish a strategic plan for 2005.
8. Work with the towns of Effingham, Freedom, Madison, Ossipee, Sandwich, and Tamworth on environmental planning.
9. Submit Semi-Annual Progress Reports, on forms provided by DES, each December 31 and June 30, documenting work accomplished, beginning December 2004. Submit a Final Report (in both printed and electronic formats) documenting, with photographs and narrative, the success of the project, including water quality monitoring results, survey results and analysis, and recommended actions to implement planning. All photographs shall be taken in accordance with DES's Standard Operating Procedures for Photographic Documentation.

Start/End Dates: 02/01/2004 thru 12/31/2006 Lead Person: WASKIN, WENDY Qty/Unit: 11 Tasks

Deliverable: B-04-SW-05, Green Yards Program, Phase II Project

Description: B-04-SW-05, NHDES, \$33,400

1. Develop and print compliance certification information packet and compliance certification recognition materials.
2. Develop and print non-notifier outreach and consumer education materials.
3. Distribute compliance certification materials.
4. Distribute outreach and education materials.
5. Plan and conduct 6 compliance certification workshops.
6. Process compliance certifications and return-to-compliance plans.
7. Issue compliance certificates and banners.
8. Prepare and submit semi-annual and final summary reports.

Start/End Dates: 02/01/2004 thru 12/31/2006 Lead Person: WASKIN, WENDY Qty/Unit: 8 Tasks

Deliverable: B-04-SW-08, NH Forest Sensitivity to Acid Deposition Mapping Project

Description: B-04-SW-08, NHDES, \$20,000

1. Ground verification of soil and forest type map layers and preliminary critical load map.
2. Forest type map for NH.
3. Suficial soil map for NH.
4. Vegetation nutrient requirements map for NH.
5. Site-specific calculations of critical load and forest sensitivity.
6. NH critical loads and forest sensitivity maps.
7. Submittal of semi-annual and final project reports.

Start/End Dates: 02/01/2004 thru 01/31/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 7 Tasks

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED PROTECTION (Current)

Activity: Manage the 319 Grant program (Current)

Deliverable: Close out base 319 projects/contracts

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 10 Contracts

Deliverable: Create annual 319 Reports

Description: Utilizing information from grants database, success stories, investigations and other sources, reports will be created for submittal to EPA and the public.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 1 Reports, Final

Deliverable: Provide QAPP guidance and oversight

Description: Oversee QAPP preparation and approval for grant projects that will involve collecting environmental data. Provide QAPP-writing support for grantees, review QAPP drafts, and submit drafts to EPA for approval. Deliverable is a QAPP draft to EPA. There is no set number of projects that will require a QAPP, the number could be zero in any given year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JONES, JILLIAN Qty/Unit: 4 QAPPs (Quality Assurance Program Plan)

Deliverable: RFP Issued

Description: Request for proposals issued late summer. Proposals received November. Proposals evaluated and funding decisions made in January. Contracts drafted and awarded in spring.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 RFPs (Requests for Proposals)

Activity: Manchester Supplemental Environmental Projects Program (Current)

Description: Manchester signed a consent agreement for CSOs requiring a \$5.2 SEPP. An executive committee consisting of the Mayor, DES Commissioner, and EPA Regional Administrator oversees the 5 year SEPP. Executive Committee meetings are held monthly.

Start/End Dates: 10/01/1999 thru Lead Person: WILLIAMS, ERIC

Deliverable: Attend bi-monthly SEPP Executive Committee meetings

Description: The six elements of the SEPP are: land protection, stormwater, streambank stabilization, childrens health, education, and urban pond restoration. Project updates are provided at the monthly executive committee meetings. Primary focus will be on stormwater, streambank stabilization, and urban pond restoration.

Start/End Dates: 01/01/2004 thru 12/31/2004 Lead Person: CHAPMAN, ANDREW Qty/Unit: 6 Meetings

Deliverable: Attend bi-monthly SEPP Executive Committee meetings

Description: The SEPP was due to expire on Sept 15, 2004. More time was needed to complete three of the six SEPP elements: streambank stabilization, urban pond restoration, and education. The SEPP Executive Advisory Committee will continue to meet bi-monthly through December 2005.

Start/End Dates: 10/01/2004 thru 12/31/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 7 Meetings

Deliverable: Attend bi-monthly SEPP Executive Committee meetings

Description: The six elements of the SEPP are: land protection, stormwater, streambank stabilization, childrens health, education, and urban pond restoration. Project updates are provided at the monthly executive committee meetings. Primary focus will be on stormwater, streambank stabilization, and urban pond restoration.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: CHAPMAN, ANDREW Qty/Unit: 6 Meetings

Activity: Participate in the New Hampshire Estuaries Project. (Current)

Description: The New Hampshire Estuaries Project was initiated in 1996 under the National Estuary Program to protect and restore New Hampshire estuarine waters. DES has been a partner in the NHEP since its inception and plays a key role in management and policy of estuarine water quality.

Start/End Dates: 10/01/2002 thru Lead Person: LANDRY, NATALIE

Deliverable: Attend the NHEP Water Quality Team Meetings

Description: DES staff currently serve as the chair of the Water Quality Team. This involves chairing at least two meetings per year and organizing workplans for submission to the NHEP Management Committee.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Meetings

Deliverable: Attend the NHEP Management Committee meetings as the DES representative.

Description: DES is allowed one representative on the Management Committee to discuss NHEP management and implementation issues.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 3 Meetings

Deliverable: Collect Ambient River Monitoring Samples for FY05

Description: The NHEP Monitoring Plan calls for enhancing the ARMP sampling of coastal tributaries. The sample collection is to occur during the months of March through December at 9 sampling locations.

Start/End Dates: 01/01/2005 thru 03/31/2006 Lead Person: LANDRY, NATALIE Qty/Unit: 10 Samples

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED PROTECTION (Current)

Activity: Participate in the New Hampshire Estuaries Project. (Current)

Deliverable: DES will assist with the management of the FY05 Water Quality Projects

Description: The NHEP Director has requested assistance from WAS with two Water Quality and one Shellfish project for the FY05 workplan. The assistance requested includes meeting with NHEP & contractors to develop contract scopes and deliverables and /or reviewing work scopes to make sure methods are sound and results will be useful. Requested assistance also includes communication of the project results to the water quality team and potential users of the information.

Start/End Dates: 10/01/2004 thru 09/30/2007 Lead Person: LANDRY, NATALIE Qty/Unit: 3 Meetings

Deliverable: DES will lead in the development of a Water Quality Workplan

Description: As Chairperson of the Water Quality Team, DES staff will work with the Team to develop a workplan for submission to the Management Committee.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 1 Workplans

Deliverable: DES will manage the FY04 NHEP Water Quality Projects

Description: The FY04 NHEP Workplan includes water quality projects that are targetted for administration by DES. DES staff will manage the projects and report quarterly to the NHEP.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 4 Reports, Final

Deliverable: DES will promote the use of economic indicators in the coast

Description:

Start/End Dates: 01/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Initiatives

Deliverable: Participate in NH Estuaries Project Land Use Team

Description: Participate in meetings, review project proposals, and provide other input as a participant on the NH Estuaries Project Land Use Team.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: RUSSELL, CAROLYN Qty/Unit: 2 Meetings

Deliverable: Participate in the NHEP Executive Committee

Description: This appointed position is a one year term and the committee meets at the request of the NHEP Executive Director.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Meetings

Deliverable: Participate on the NHEP Technical Advisory Committee

Description: This Committee meets at least twice per year at the request of the Chair to discuss issues related to the NHEP Monitoring Plan.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Meetings

Activity: Participate on the NRCS State Technical Committee (Current)

Description: The State Technical Committee is a statutory committee directed by the NRCS State Conseravtionist and is intended to provide input for federal natural resource cost-share programs. Meetings are held at the call of the State Conservationist

Start/End Dates: 10/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Attend State Technical Committee Meetings

Description: The primary decision making charge of the committee is to determine EQIP funding allocations. This information will be passed on to relevant DES staff. State Technical Committee meetings are held at the call of the state NRCS director on an as needed basis.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 Meetings

Activity: Prepare Stormwater BMP Guidance for New Development in Impaired Watersheds (Current)

Description: DES must issue permits for development proposals in impaired watersheds and insure that the proposal will not increase pollutant loading for the pollutant causing the impairment. The Watershed Assistance section will provide guidance to the Water Quality Section and the Site Specific program regarding stormwater BMP efficiencies.

Start/End Dates: 10/01/2004 thru Lead Person: JONES, JILLIAN

Deliverable: Develop Stormwater BMP Matrix

Description: Research various stormwater BMPs and their associated pollutant load reduction efficiencies to develop a stormwater BMP matrix.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JONES, JILLIAN Qty/Unit: 1 Reports, Final

Activity: Promote, install and evaluate best management practices (Current)

Description: Based upon manufacturers performance expectations and prior installations in NH, BMPs will be recommended and installed on a site specific basis. Evaluations of BMPs will measure the success of various technologies geared toward watershed protection.

Start/End Dates: 07/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Compile existing BMP success stories in New Hampshire in interim report form

Description: This report will be a compendium of succesful installations in New Hampshire that chronicles the funding mechanisms, partnerships, planning and results associated with specific BMPs Change end date from 12/31/03

Start/End Dates: 07/01/2001 thru 09/30/2005 Lead Person: MCMILLAN, BARBARA Qty/Unit: 1 interim report

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED PROTECTION (Current)

Activity: Regional Environmental Planning Program (Current)

Description: Award REPP grants to the 9 regional planning agencies.

Start/End Dates: 07/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Negotiate scope of services

Description: Meet with the 9 regional planning agency directors and develop a scope of services for statewide REPP projects. Issue guidelines for discretionary projects, if applicable, and review and approve discretionary scopes submitted by rpas.

Start/End Dates: 10/01/2004 thru 06/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 9 Scopes of Services

Activity: Represent DES on the State Conservation Committee (Current)

Description: The SCC meets quarterly. The SCC appoints supervisors to county conservation districts and provides an opportunity to work with several natural resource agencies and the conservation districts. A major work item for the coming year is developing a grants program with the proceeds from the new conservation license plate.

Start/End Dates: 10/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Attend License Plate Advisory Committee Meetings

Description: The License Plate Advisory Committee was established by RSA 261:97, which created the Moose Plate. The State Conservation Committee is represented on the License Plate Advisory Committee, whose purpose is to approve the use of funds in accordance with the law. Meetings are called by the Chair, who is appointed by the Speaker of the House, therefore the number of meetings is estimated.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 4 Meetings

Deliverable: Attend quarterly SCC meetings

Description: Eric Williams is the Commissioners designee on the SCC

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 4 Meetings

Deliverable: Award Conservation Plate Grants

Description: Participate on the SCC Grant Application Review Committee to design the annual Request for Proposals, review project proposals, and submit funding recommendations to the SCC.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 Recommendations/Suggestions

Deliverable: Establish SCC Web Site

Description: Develop content for SCC web site and work with the SCC administrator and the OIT to establish the first web site in SCC history.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 Web Sites

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED RESTORATION (Current)

Description: Technical and financial assistance to individuals, municipalities, and organizations to address impaired water bodies such that they meet water quality standards and support designated uses.

Start/End Dates: 10/01/1999 thru PAUs: 03 04 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: 2003 Illicit Discharge and Storm Drain Mapping Grant (Current)

Description: This activity is funded by the NH Estuaries Project under a Memorandum of Agreement approved 3/19/03. DES will provide technical and financial assistance to coastal municipalities to eliminate illicit discharges and for developing stormwater infrastructure maps. DES staff determines what portion of these funds will be applied to the two tasks based on need. A total of \$80,00 in matching funds is available through this grant.

Start/End Dates: 04/01/2003 thru 12/31/2004 Lead Person: JONES, JILLIAN

Deliverable: Administer 2003 grants

Description: Send out RFP. Award grants to applicants. Submit contracts to grant recipients and get approved by G&C. Assist grant recipients with questions. Prod them for updates on progress. Help them submit proper paperwork in order to get reimbursed from the accounting department.

Start/End Dates: 04/01/2003 thru 12/31/2004 Lead Person: MARCOUX, JEFFREY Qty/Unit: 6 Grants

Deliverable: Quarterly and final 2003 reports

Description: A final report is due to the NHEP Director after the project is over (12/31/04). Quarterly reports are due between June 2003 and December 2004

Start/End Dates: 06/01/2003 thru 12/31/2004 Lead Person: MARCOUX, JEFFREY Qty/Unit: 7 Reports, Final

Activity: Black Brook Corridor Restoration Project (Current)

Description: This is a comprehensive restoration effort involving diagnostic/feasibility studies for channel realignment, riparian buffer establishment and enhancement, dam removal and an associated study to monitor the effects of dam removal. NPDES and Wetlands permitting issues are also being investigated.

Start/End Dates: 10/01/2002 thru Lead Person: LANDRY, STEPHEN

Deliverable: Management of the Trout Unlimited restoration contract for Black Brook

Description: Trout Unlimited is conducting comprehensive stream morphology assessments on the Black Brook corridor to determine the feasibility of a channel realignment and to predict the response of the stream channel post dam removal. TU will submit a final report detailing their findings.

Start/End Dates: 01/01/2005 thru 12/31/2006 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Reports, Final

Deliverable: Recommendation for removal of Maxwell Pond Dam

Description: The WAS is currently coordinating the effort to determine the cost and feasibility of removing the Maxwell Pond Dam. Coordination with the City of Manchester and SEPP funding is critical and a target for removal is tentatively set for late 2005 or early 2006.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Recommendations/Suggestions Implemented

Activity: Develop Coastal Watershed Management Plans (Current)

Description: A guidance document is an important tool in restoring and protecting water resources. DES is placing resources into assisting local communities develop watershed goals and action plans for implementing their visions. The process of implementing a management plan requires stakeholder involvement and careful but consistent guidance that ensures a complete plan for future action.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: LANDRY, NATALIE

Deliverable: Completed watershed management plans.

Description:

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Plans

Activity: Develop Merrimack Watershed Management Plans (Current)

Description: The Merrimack Watershed Supervisor works closely with stakeholder groups, watershed associations, municipalities and NGO's to conceptualize, scope out and draft watershed management plan project proposals for possible 319 funding. Guidance is provided throughout the planning and implementation process to ensure success.

Start/End Dates: 01/01/2005 thru 12/31/2007 Lead Person: LANDRY, STEPHEN

Deliverable: Beaver Lake Watershed Management Plan

Description: The Beaver Lake Watershed Management Plan will be developed and adopted by the three communities (Auburn, Chester and Derry) within the watershed for implementation by 2007.

Start/End Dates: 01/01/2005 thru 12/31/2007 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 WMPs (Water Management Plans)

Activity: Local Restoration Grants (Current)

Description: Implement BMPs to restore impaired waterbodies.

Start/End Dates: 10/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Accounting Review

Description: Run reports and rectify with Accounting records.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 4 Reviews

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED RESTORATION (Current)

Activity: Local Restoration Grants (Current)

Deliverable: Award 319 Restoration Grants

Description: Approximately \$500,000 is available annually for watershed restoration grants. RFPs are typically issued in the fall. Following selection of grant awards by the review team or the Watershed Assistance Supervisor, execute grant agreements with successful applicants.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 8 Grants

Deliverable: Close out 319 incremental contracts

Description: Track the grant expiration dates for each restoration grant, notifying grantees four months in advance that their grant agreements are due to expire. Properly close out expired grants by making sure that all deliverables have been submitted, including proper match documentation and electronic copies of all deliverables, and that the grants database is updated. Forward particularly outstanding products to Barb for potential development as web site success stories.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 10 Contracts

Deliverable: Issue Request for Proposals

Description: Each year, approximately \$500,000 is available for restoration projects. If needed (sometimes projects are developed by staff and don't require one) issue an RFP to solicit projects that meet EPA restoration guidance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 RFPs (Requests for Proposals)

Deliverable: Manage Coastal incremental contracts for FY01 and FY02

Description: Assist project partners with coastal implementation projects through technical assistance, linkages and contract requirements such as invoicing.

Start/End Dates: 10/01/2003 thru 09/30/2006 Lead Person: LANDRY, NATALIE Qty/Unit: 6 Consultations

Deliverable: Manage Coastal incremental contracts for FY03

Description: Assist project partners with coastal implementation projects through technical assistance, linkages and contract requirements such as invoicing. FY03 projects include the Hodgson Bk Implementation, Mill Ck MST project, Seabrook Stormdrain Retrofits, Seabrook Stenciling and the Mad River Restoration.

Start/End Dates: 10/01/2004 thru 09/30/2007 Lead Person: LANDRY, NATALIE Qty/Unit: 10 Consultations

Deliverable: Manage Coastal incremental contracts for FY04

Description: Assist project partners with coastal implementation projects through technical assistance, linkages and contract requirements. FY04 projects include H/S Harbor restoration implementation, Cocheco River restoration implementation and daylighting in the Hodgson Brook watershed.

Start/End Dates: 10/01/2004 thru 09/30/2008 Lead Person: LANDRY, NATALIE Qty/Unit: 10 Consultations

Deliverable: Provide QAPP guidance and oversight

Description: Oversee QAPP preparation and approval for grant projects that will involve collecting environmental data. Provide QAPP-writing support for grantees, review QAPP drafts, and submit drafts to EPA for approval. Deliverable is a QAPP draft to EPA. There is no set number of projects that will require a QAPP, the number could be zero in any given year.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: JONES, JILLIAN Qty/Unit: 1 QAPPs (Quality Assurance Program Plan)

Activity: Manage FY 2002 Restoration Projects in Merrimack Basin (Current)

Description: Various non-profit organizations, Regional Planning Commissions, Conservation Districts and municipalities received FY 2002 restoration funding to address impaired waters.

Start/End Dates: 04/01/2003 thru 12/31/2005 Lead Person: LANDRY, STEPHEN

Deliverable: Receipt, review and approval of Semi Annual Project Reports

Description: Project recipients are required to submit semi-annual progress reports. DES reviews and approves reports and provides technical support for completing remaining tasks outlined in grant agreements.

Start/End Dates: 04/01/2003 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 21 Reports, Drafts

Deliverable: Receipt, review, approval of Final Reports and final payment issued.

Description: Upon completion of all tasks outlined in grant agreements, project recipients are required to submit final reports to DES in order to received final payment of grant award.

Start/End Dates: 04/01/2003 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 7 Reports, Final

Activity: Merrimack Basin Restoration Prioritization Plan (Current)

Description: A strategic plan needs to be developed for the Merrimack Basin that will establish a method for identifying and prioritizing NPS/Restoration projects in addition to the RFP.

Start/End Dates: 10/01/2002 thru Lead Person: LANDRY, STEPHEN

Deliverable: Develop or integrate CALM process for identifying impairments in the Merrimack Basin

Description: Assess which parameters are most easily and commonly measured by monitoring efforts (both professional and volunteer) in the Merrimack Basin and link to CALM criteria for generating assessments that will lead to NPS restoration projects.

Start/End Dates: 01/01/2005 thru 12/31/2005 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Processes

Activity: NHEP Illicit Discharge and Storm Drainage System Mapping Grants (Current)

Description: This activity is funded by the NH Estuaries Project under an annual Memorandum of Agreement. DES will provide technical and financial assistance to coastal municipalities to eliminate illicit discharges and for developing stormwater infrastructure maps. DES staff determines what portion of these funds will be applied to the two tasks based on need. Typically \$50,000 in

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED RESTORATION (Current)

Activity: NHEP Illicit Discharge and Storm Drainage System Mapping Grants (Current)

matching funds is available through this grant.

Start/End Dates: 12/01/2004 thru Lead Person: LIVINGSTON, ROBERT

Deliverable: Administer 2004 Grants

Description: Send out RFP. Award grants to applicants. Submit contracts to grant recipients and get approved by G&C. Assist grant recipients with questions. Prod them for updates on progress. Help them submit proper paperwork in order to get reimbursed from the accounting department.

Start/End Dates: 12/01/2004 thru 12/31/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 6 Grants

Deliverable: Quarterly and Final Reports

Description: A final report is due to the NHEP Director after the project is over (12/31/05). Quarterly reports are due between December 2004 and December 2005

Start/End Dates: 12/01/2004 thru 12/31/2005 Lead Person: MARCOUX, JEFFREY Qty/Unit: 4 Reports, Quarterly

Activity: Section 319 Incremental Work Plan and Grant Application (Current)

Description: The incremental 319 funds are awarded outside of the PPG. A work plan and grant application must be submitted to EPA. The established funding cycle is to submit the grant application in the summer for a September award.

Start/End Dates: 10/01/2001 thru Lead Person: WILLIAMS, ERIC

Deliverable: Prepare federal grant applications and amendments

Description: Submit 2005 application and 2002 amendment

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 2 Applications, Grants

Deliverable: Solicit input from restoration supervisors and water quality section

Description: The Coastal and Merrimack watershed supervisors may have restoration projects under development. Their input shall be solicited regarding inclusion of specific restoration projects in the annual section 319 incremental work plan and grant application. Remaining funds will be made available through the annual RFP process.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 Workplans

Activity: Small Agricultural Grants Program (Current)

Description: Each year \$30,000 in 319 funds are transferred to the Dept of Agriculture to be awarded to farmers in small grants, up to \$2,500, to address water quality concerns at agricultural operations. DES participates on the Grants Review team to select eligible projects. The Dept of Agriculture provides an annual report of activities under the program. This report will be reviewed for consistency with Section 319 guidelines and results will be reported to EPA.

Start/End Dates: 10/01/2002 thru Lead Person: LANDRY, NATALIE

Deliverable: Develop Updated Agricultural BMP Guidance

Description: DES is represented on a committee formed by the Dept of Agricultural to develop and updated BMP manual, as referenced in RSA 431:34. The committee will meet periodically, as needed, until the updated manual is completed.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: WILLIAMS, ERIC Qty/Unit: 1 Manuals

Deliverable: Participate on the Dept of Ags grant proposal review team

Description: The Dept of Ag issues Requests for Proposals twice annually. The proposal review team meets in December and June to select projects eligible for funding.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: LANDRY, NATALIE Qty/Unit: 2 Reviews

Deliverable: Review Small Ag Grants Program Annual Reports

Description: The Dept of Agriculture issues an annual report on the Small Ag Grants Program. The report will be reviewed for consistency with Section 319 grant program guidelines and forwarded to EPA

Start/End Dates: 01/01/2005 thru 12/31/2006 Lead Person: LANDRY, NATALIE Qty/Unit: 1 Reports, Final

Activity: Stream & River Morphology Restoration Projects in Merrimack Basin (Current)

Description: FY 2002 restoration funds were awarded to the towns of Thornton, Strafford and Warren as well as Trout Unlimited to complete stream morphology data collection, generate designs and implement restoration projects on impaired stream and river channels.

Start/End Dates: 07/01/2003 thru 12/31/2006 Lead Person: LANDRY, STEPHEN

Deliverable: Manage Baker River Restoration Project

Description: FY 2002 restoration funds were awarded to the Town of Warren in order to survey and design a major channel restoration project on the Baker River.

Start/End Dates: 07/01/2003 thru 12/31/2006 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Designs

Deliverable: Manage Bog Brook Restoration Project

Description: FY 2002 restoration funds were awarded to the Town of Strafford in order to survey, design and implement a channel restoration project on Bog Brook.

Start/End Dates: 07/01/2003 thru 12/31/2006 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Reports, Final

Div/Bur: WATER DIVISION WATERSHED MANAGEMENT

Program: WATERSHED RESTORATION (Current)

Activity: Stream & River Morphology Restoration Projects in Merrimack Basin (Current)

Deliverable: Manage Mill Brook Stabilization Project

Description: FY 2002 restoration funds were awarded to the Town of Thornton in support of completing channel morphology surveys, generating a restoration plan and implementing a restoration project for an impaired reach of Mill Brook.

Start/End Dates: 07/01/2003 thru 12/31/2006 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Reports, Final

Deliverable: Manage Pemigewasset River Restoration Project

Description: FY 2002 restoration funds were awarded to Trout Unlimited in order to have stream morphology channel surveys completed on an impaired reach of the Pemigewasset River in Woodstock. A restoration design and implementation plan will be generated as a final product of this project.

Start/End Dates: 07/01/2003 thru 12/31/2006 Lead Person: LANDRY, STEPHEN Qty/Unit: 1 Designs

Div/Bur: WATER DIVISION WETLANDS

Program: SHORELAND PROTECTION PROGRAM (Current)

Description: The shoreland program has been incorporated into the Wetlands Bureau. The wetlands program now regulates activities in the Protected Shoreland as defined by RSA-483-B which includes a 250 ft. distance from the reference line (high water elevation) on all tidal and non-tidal rivers, streams, ponds and lakes. Bureau activities include compliance investigations and the evaluation of variance and waiver requests in addition to education and outreach activities.

Start/End Dates: 07/01/1994 thru PAs: 03 02 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Enforcement (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: Vacant

Deliverable: New complaints received

Description: The total number of new complaints received

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 60 Complaints

Deliverable: Take appropriate formal enforcement action for violations of CSPA regulations

Description: Includes Administrative Orders, Administrative Fines, and Dept. of Justice Referrals.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 5 Enforcement Actions

Deliverable: Take appropriate informal enforcement action for violations of CSPA regulations

Description: Includes Letters of Deficiency, Notices of Past Violations, and other informal compliance requests issued to obtain compliance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 35 Enforcement Actions

Activity: Legislation and Rulemaking (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: Vacant

Deliverable: Continue to Meet Bi-Monthly to Discuss Content of Major Rule Rewrite

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 12 Meetings

Deliverable: Initiate readoption of shoreland rules

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Rules

Activity: Outreach and Education (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: SPRINGS, GARY

Deliverable: Develop new outreach materials

Description: This includes fact sheets posters brochures and electronic materials

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRINGS, GARY Qty/Unit: 5 Publications

Deliverable: Report on educational presentations provided on shoreland protection

Description: Provide educational presentations on shoreland protection for professionals, town officials, private organizations, and the general public on a regular basis

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRINGS, GARY Qty/Unit: 1 Reports, Final

Deliverable: Report on responses to requests for public information

Description: This includes Phone Calls, on Site Consultations, and Email Requests

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: SPRINGS, GARY Qty/Unit: 1 Reports, Final

Activity: Variance and Waiver Requests (Current)

Description:

Start/End Dates: 10/01/2004 thru Lead Person: FORST, DARLENE

Deliverable: Number of Variance Requests Received

Description: Total number of Shoreland Protection Program variance requests received.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FORST, DARLENE Qty/Unit: 40 Variances

Div/Bur: WATER DIVISION WETLANDS

Program: SHORELAND PROTECTION PROGRAM (Current)

Activity: Variance and Waiver Requests (Current)

Deliverable: Number of Waiver Requests Received

Description: Total number of Shoreland Protection Program waiver requests received.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: FORST, DARLENE Qty/Unit: 25 Applications

Div/Bur: WATER DIVISION WETLANDS

Program: WETLANDS PROGRAM (Current)

Description: The Wetlands Bureau regulates dredge, fill, and construction of structures in or adjacent to surface waters, wetlands, sand dunes, and in areas within 100 feet of the highest observable tideline. Bureau activities include permitting, outreach, and compliance in accordance with the authority of RSA 482-A. The Bureau has worked closely with the US Army Corps of Engineers, and since 1992 nearly all permits issued by the bureau have become Federal USC Title 33, Chapter 26, Section 1344 (CWA 404) permits under the Corps' NH State Programmatic General Permit.

Start/End Dates: 07/01/1967 thru PAUs: 03 05 00 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Data Management (Current)

Description:

Start/End Dates: 10/01/1999 thru Lead Person: CRYSTALL, SANDRA

Deliverable: Annual Report for EPA and State

Description: Prepare an annual report, which provides information about the Wetlands programs permitting, enforcement, and outreach activities for the state fiscal year. End date extended from 9/30/2004 to 11/30/2004.

Start/End Dates: 10/01/2003 thru 11/30/2004 Lead Person: CRYSTALL, SANDRA Qty/Unit: 1 Reports, Final

Deliverable: Annual Report for EPA and State

Description: Prepare an annual report, which provides information about the Wetlands programs permitting, enforcement, and outreach activities for the state fiscal year

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 1 Reports, Final

Activity: Enforcement (Current)

Description:

Start/End Dates: 07/01/1986 thru Lead Person: Vacant

Deliverable: Backlog/Productivity Report issued Monthly to Bureau Administrator

Description: Provide a monthly report summary to the Bureau Administrator of compliance backlog information and compliance actions being taken in each region.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 12 Reports, Final

Deliverable: Improve the Enforcement portion of the data base

Description: The data base needs to be upgraded to facilitate tracking of on going enforcement actions and multiprogram enforcements and to allow tracking of compliance turn around times. END DATE EXTENDED from 9/30/03.

Start/End Dates: 10/01/2003 thru 09/30/2005 Lead Person: BOISVERT, TRACEY Qty/Unit: 1 Upgrades

Deliverable: New Complaints received

Description: The number of new complaints received

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 300 Complaints

Deliverable: Priority rank 100% of new incoming complaints

Description: Rank all new complaints based on newly adopted priority ranking policy which ranks complaints based on the severity of the environmental damage.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 100 Percent

Deliverable: Take appropriate formal enforcement action for violations of wetland regulations

Description: Includes Administrative Orders, Administrative Fines, and DOJ Referrals.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 20 Enforcement Actions

Deliverable: Take appropriate informal enforcement action for violations of wetlands regulations

Description: Includes Letters of Deficiency, Notices of Past Violations, and other informal compliance requests issued to obtain compliance.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 130 Enforcement Actions

Activity: Mitigation and Restoration (Current)

Description:

Start/End Dates: 07/01/1992 thru Lead Person: SOMMER, LORI

Deliverable: Report on number of acres put into conservation easements or preserved

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 4 Reports, Final

Deliverable: Report on number of acres to be restored or created as mitigation for approved projects

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 4 Reports, Final

Div/Bur: WATER DIVISION WETLANDS

Program: WETLANDS PROGRAM (Current)

Activity: Multi-Program Initiative (Permits, Inspections & Enforcement) (Current)

Description: Multi-Program Initiative (Permits, Inspections & Enforcement) - Subsurface, Wetlands, Site-specific and Shoreland Protection

Start/End Dates: 10/01/1999 thru Lead Person: PELLETIER, RENE

Activity: Outreach and Education (Current)

Description:

Start/End Dates: 09/01/1987 thru Lead Person: CRYSTALL, SANDRA

Deliverable: Develop and present workshops for targeted audiences.

Description: Provide presentations at programs sponsored by DES, Wetlands Bureau or external organizations. Provide evaluation forms for program participants to provide feedback. Plan and present at least one videoconference through the Granite State Distance Learning Network.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 40 Presentations

Deliverable: Develop new, & improve existing forms & fact sheets which are user-friendly

Description: Update remaining fact sheets which are dated 1997. Update all permit applications which are dated 1997.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 6 Documents

Deliverable: Expand and enhance the content of the Bureau Website

Description: Add web pages for students (elementary through middle school) on Wetlands web site. Develop one or more wetlands PowerPoint presentations in format appropriate for placement on web site.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 4 Enhancements

Deliverable: Report on response to messages sent to Wetlands Bureaus email address

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: CRYSTALL, SANDRA Qty/Unit: 4 Summaries

Activity: Permitting (Current)

Description:

Start/End Dates: 07/01/1967 thru Lead Person: ADAMS, COLLIS

Deliverable: Number of permit actions issued/denied

Description: Estimated quantity from previous years.

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: TILTON, MARY ANN Qty/Unit: 2300 Permits Reviewed

Activity: Resource Assessment Projects (Current)

Description:

Start/End Dates: 10/01/1997 thru Lead Person: ADAMS, COLLIS

Deliverable: Identify and Mapping of Vernal Pools

Description: Agreement with UNH

Start/End Dates: 10/01/2001 thru 09/30/2005 Lead Person: ADAMS, COLLIS Qty/Unit: 1 Reports, Final

Activity: Rulemaking (Current)

Description:

Start/End Dates: 07/01/1972 thru Lead Person: BOISVERT, TRACEY

Deliverable: Monthly Staff Rulemaking Meetings

Description: Meet with staff monthly to discuss rulemaking ideas and issues

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 12 Meetings

Deliverable: Readopt Wetlands Rules

Description:

Start/End Dates: 10/01/2004 thru 09/30/2005 Lead Person: Vacant Qty/Unit: 1 Rules

Div/Bur: WATER DIVISION WINNIPESAUKEE RIVER BASIN

Program: WINNIPESAUKEE RIVER BASIN PROGRAM (Current)

Description:

Start/End Dates: 01/01/2000 thru PAUs: 03 Funding: State General State Fees Federal EPA Federal Other Grants

Activity: Septage Handling (Current)

Description:

Start/End Dates: 01/01/2000 thru Lead Person: FLANDERS, RICHARD

Deliverable: Septage received and treated at WRBP Facility

Description: Information to be obtained monthly from Steve Dolloff, WRBP

Start/End Dates: 07/01/2004 thru 06/30/2005 Lead Person: WASKIN, WENDY Qty/Unit: 8000000 Gallons