

Phthalate Work Group Meeting Notes August 10, 2006

ATTENDEES

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This meeting summary was prepared by Kate Snider and Drew Hilén. It is based on a transcription of the flip charts used during the meeting to document the discussion. Action items are identified in ***bold script***.

PURPOSE OF THE MEETING

This meeting is the first for the Phthalate Work Group. The meeting will address the short term and long term goals of the Work Group and have initial discussions regarding working principles, the formation of a charter and a work plan. Future meetings will be set.

AGENDA

- Charter / Working Principles
- Purpose and Expected Outcomes
- Scope and Schedule Outline (big picture)
- Stakeholder Involvement
- Future Meetings and Homework

CHARTER/WORKING PRINCIPLES

- The Work Group will focus only on phthalates, with sediment deposition as an end point. However, the Work Group recognizes that this process and its

- recommendations might be useful as precedent for addressing other similar contaminants in separate initiatives.
- The work will be based on a robust review of existing data, recent papers, and available information other cities/regions have collected on phthalate contamination. New data collection is not expected for the initial effort, but outcomes may include recommendations for additional data needs.
 - Consistent participation by the individuals identified as Work Group members is important to project success.
 - Products will be developed on behalf of the 5 member agencies (City of Tacoma, City of Seattle, King County, Ecology and EPA).
 - The purpose of this group is to develop shared understandings of information and provide recommendations not decisions.
 - Useful interim products are expected to be outcomes at key milestones – recommendations of the group should not be held to the end of the project duration.
 - Policy leads should be involved at key milestones. Policy leads have asked to be updated at least every 4 months.
 - The work environment will be Collaborative. This ‘sleeves rolled up’ approach should help promote ideas and also convey a sense of freedom to share ideas, data, previous work and suggestions related to phthalates.
 - The group recognizes that the participant regulatory agencies (Ecology and EPA) wear several hats, and time may be needed for internal coordination.
 - Multiple departments within Work Group agencies should participate if necessary to develop practical recommendations.

PURPOSE & OUTCOMES

- Put phthalate contamination in perspective – work as a group to develop a shared understanding of the magnitude of the problem & approaches to deal with it.
- Define the problem - phthalate concerns and associated issues
 - * Risks and receptors
 - * Sources
 - * Source control and treatment options
 - * Regulatory framework
 - * Implications for cleanups
- Reach shared understanding of current info – compile, report to policy and message to stakeholders. Reports/written products should help define phthalate situation for multiple stakeholders and community.
- Develop common messages for stakeholders and community.
 - * Early joint messages to the public and media are important.

- Make recommendations re: clear expectations regarding recontamination and source management before cleanups are conducted. Make recommendations regarding interim approaches.
- Make recommendations for completed cleanup sites that are recontaminating.
 - * Site specific recommendations (Thea Foss, Duwamish).
- Make recommendations for short-term fixes with the understanding that they will be incorporated into long-term solutions. Also recommend ideas for long-term solutions.

SCOPE AND SCHEDULE

The general project approach was discussed, and identified as having three primary steps:

- 1. Defining the problem/ facts/situation.** Four primary topic areas were defined for evaluation:
 - Phthalate occurrence
 - Risk and receptors
 - Source identification
 - Source control and treatment technology options

For each primary topic area, subgroups (study groups) within the Work Group would assemble existing information to bring back to the Work Group for presentation and discussion:

- Body of information we have at this time on the topic area - bibliography
 - Known work plans for gathering future data
 - Key data gaps and uncertainties
 - Regulatory status
 - Initial summary messages.
- 2. Document shared understanding and messages.** For each primary topic area, the Work Group would discuss the material compiled by the study group and develop a shared understanding of the status of the information. Meeting notes from these Work Group discussions would document:
 - Shared messages about the topic, for communication within member agencies and to stakeholders.
 - 3. Develop Overall Recommendations.** The Work Group would bring together the findings from each topic area into a comprehensive set of findings and problem statements. On that platform, the Work Group would brainstorm and then work to reach consensus on recommendations:
 - As discussed above under project purpose, these recommendations would be:

- * Recommendations for expectations regarding recontamination and source management at cleanup sites.
- * Recommendations regarding interim approaches.
- * Recommendations for completed cleanup sites that are recontaminating
- * Also recommend ideas for filling of data gaps and long-term solutions.
- Think about recommendations in terms of short term goals versus long term goals - first 20 years and the second 20 years
- “Short term goals” means near term expectation and actions that accelerate cleanups while addressing phthalate issue.
 - * Recognize 2020 Puget Sound Milestone and timing of municipal NPDES.
- What can practically be accomplished.
- Important to manage expectations to policy people & community. Stress that the issue is in the very early formative stage.
- Important message to public and stakeholders include the timeline and short/mid/long term goals.
- Interim solutions focus on ability to make real progress in face of uncertainties and are stepping stones to completing end goals.
- Creating a structured process will help individual groups work within the larger picture.
- Look for precedent approaches for similar chemicals or for phthalates in other regions or internationally.
- Need immediate communication about the phthalate problem and the purpose of the Work Group as input to current projects and permit/regulatory process. Need to craft ongoing permit initiatives to not conflict with this process.

DRAFT WORK PLAN: see attached “Concept Diagram - Project Approach”

STAKEHOLDER INVOLVEMENT: WHO TO INVOLVE AND HOW TO INVOLVE THEM.

- Identify key stakeholders (agencies, citizens groups, regulated community, tribes, NGOs)
- Use existing project focus groups for idea exchange.
 - * Foss – CHB forum.
 - * Duwamish – DRCC
- Clarify to stakeholders that this is not a formal process and there will be no decision making, just development of shared understanding and recommendations for potential decision making.
- Keep public informed – clarify outcomes manage expectations.

- Public messages and documentation could come out of every Work Group meeting.
- Work Group could provide input to conference/poster sessions (SMARM, Puget Sound Initiative)
- ***Before the September 6 meeting, each Work Group participant should think about and get policy input on appropriate stakeholder involvement for further discussion in the work plan development.***

FUTURE DELIVERABLES AND MEETINGS

- ***Floyd/Snider to prepare a draft work plan*** (scope and schedule) for group review – target date August 25.
- ***Floyd/Snider to prepare a draft member charter*** for group review containing the agreed upon goals and working principles for the Work Group – target date Sept. 6 meeting.
- ***Work Group Meeting set for 9/6 8:30am-12:00pm in Tacoma*** (John O’Loughlin to arrange a meeting room)
 - * Discuss detailed work plan
 - * Discuss resources needed (staff commitment, potential consultant work, other \$?)
 - * Discuss draft Work Group Charter
- ***Work Group Meeting set for 9/27 8:30-12 at King County Offices***
 - * Initial phthalate problem definition and public messages re: Work Group process
- Distribute work plan, charter and key messages to Policy Group for review following 9/27 meeting
- ***Schedule Work Group meeting with Policy Members in October*** – to receive input on these materials
- Floyd|Snider (Drew Hilen) to schedule the October Policy meeting, to be held in Tacoma
 - * Target the 1st two weeks of the month. Not on Thursdays or Fridays – Tuesday or Wednesday would be best. Not 10/3 or 10/17-19
- Name of the group – At present the group has agreed to name itself the Phthalates Work Group. However, it recognizes that another name might be useful to better communicate its goals and structure