

**Proposed Scope of Work and Responsibilities
For the Sediment Phthalates Work Group
10/9/2006 FINAL**

1. PROJECT MANAGEMENT

1.1 Contract Management

Scope:

- Execute and maintain contracts and subcontract
- Invoice approval, budget tracking
- Management accountability for project

Responsibility: City of Tacoma, Floyd|Snider

Assumptions: Funding for Floyd|Snider consultant services will be provided by the Department of Ecology through and interlocal agreement with the City of Tacoma. The City of Tacoma will contract with F|S for consultant services to support and facilitate Work Group activities.

1.2 Schedule and Work Group Support

Scope:

- Manage overall project schedule, coordinate with member contacts, schedule meetings.
- Prepare meeting notes and other necessary documentation.

Responsibility: Floyd|Snider

Assumptions: Floyd|Snider will prepare documentation for all Work Group meetings. Meeting documentation will be provided in draft form for Work Group members to review. Following incorporation of comments from Work Group members, Floyd|Snider will prepare final meeting documentation, which can be shared within member organizations and with stakeholders. Floyd|Snider participation in the Work Group meetings is included in other tasks.

2. DEVELOP WORK PLAN

2.1 Problem Definition

Scope:

- Hold 3 initial Work Group meetings (August 10, Sept 6 and Sept 27) to scope and define the work of the Work Group. Floyd|Snider to facilitate the meetings.
- Develop a draft Work Plan, Schedule, Charter Agreement, and Communication Plan for the effort.
- Review and Estimate resources needed to implement work plan

- Develop and document initial shared messages outlining the overall problem and describing the Work Group effort.

Responsibility: All Work Group members to participate. Floyd|Snider to produce draft Work Plan and Charter.

Assumptions: Work Plan to be used to estimate all member organization staff participation and expenses for implementation. Subcommittee led by King County to produce communication plan input.

2.2 Reach Consensus on Final Work Plan and Work Group Definition

Scope:

- Vett work plan, needed resources and messages with member organization policy leads – this will be done in a meeting scheduled for early October.
- Finalize Work Plan, resource allocation, Charter Agreement, Communication Plan, and messages.
- Communicate work plan and approach to key stakeholders (*maybe this can be done by individual Work Group members in the groups they are already involved with*)

Responsibility: All Work Group organizations to participate. Floyd|Snider to produce final Work Plan and Charter for execution.

Assumptions: Messages regarding the overall problem and describing the Work Group effort will be used in initial communication with stakeholders and community and will provide initial input to 2006/2007 permit processes, clean-up decisions, and monitoring.

3. COMPILE INFORMATION BY STUDY AREA

3.1 Phthalate Occurrence

Scope:

- Gather information from Work Group member organizations, and other readily available materials.
- Produce bibliography of papers, research, etc. regarding study area.
- Evaluate information gathered, and produce initial summary of findings and key messages to convey to the Work Group
- Comment on uncertainties and measurements
- Comment on regulatory status
- Prepare materials to present the results of this work to the Work Group.

Responsibility: City of Tacoma. Floyd|Snider does not expect to be involved in this effort.

Assumptions: Presentation materials should include PowerPoint presentations, summary materials, and annotated bibliographies for distribution to Work Group members. Collected information can be brought to the Work Group and decisions made there about how and whether to distribute.

3.2 Phthalate Risk and Receptors

Scope:

- Gather information from Work Group member organizations, and other readily available materials.
- Produce bibliography of papers, research, etc. regarding study area.
- Evaluate information gathered, and produce initial summary of findings and key messages to convey to the Work Group
- Comment on uncertainties and measurements
- Comment on regulatory status
- Prepare materials to present the results of this work to the Work Group.

Responsibility: King County. Floyd|Snider does not expect to be involved in this effort.

Assumptions: Presentation materials should include PowerPoint presentations, summary white paper and bibliography for distribution to Work Group members. Collected information can be brought to the Work Group and decisions made there about how and whether to distribute.

3.3 Phthalate Source Identification

Scope:

- Gather information from Work Group member organizations, and other readily available materials.
- Produce bibliography of papers, research, etc. regarding study area.
- Evaluate information gathered, and produce initial summary of findings and key messages to convey to the Work Group
- Comment on uncertainties and measurements
- Comment on regulatory status
- Prepare materials to present the results of this work to the Work Group.

Responsibility: City of Tacoma Floyd|Snider does not expect to be involved in this effort.

Assumptions: Presentation materials should include PowerPoint presentations, summary white paper and bibliography for distribution to Work Group members. Collected information can be brought to the Work Group and decisions made there about how and whether to distribute.

3.4 Phthalate Source Control and Treatment

Scope:

- Gather information from Work Group member organizations, and other readily available materials.
- Produce bibliography of papers, research, etc. regarding study area.
- Evaluate information gathered, and produce initial summary of findings and key messages to convey to the Work Group
- Comment on uncertainties and measurements
- Comment on regulatory status
- Prepare materials to present the results of this work to the Work Group.

Responsibility: City of Seattle. Floyd|Snider does not expect to be involved in this effort.

Assumptions: Presentation materials should include PowerPoint presentations, summary white paper and bibliography for distribution to Work Group members. Collected information can be brought to the Work Group and decisions made there about how and whether to distribute.

3.5 Produce Regulatory Summary

Scope:

- Research and develop a piece summarizing current Federal and State regulations relevant to phthalate contamination in Puget Sound region sediments. This will be a background piece that provides a shared understanding of regulatory context for the group.

Responsibility: Ecology and EPA.

Assumptions: Ecology and EPA will work together to produce this summary for the group. Kathryn DeJesus will lead the effort.

4. DISCUSS AND PRODUCE KEY MESSAGES BY STUDY AREA

4.1 Present and discuss information for each Study Area

Scope:

- One 4-hour meeting will be held for each study area for the purpose of presenting and discussing the information developed in Task 3.

4.2 Develop shared understanding and key messages for each Study Area

Scope:

- Another 4-hour meeting will be held for each study area for the purpose of developing and documenting a shared understanding of the topic, and developing key messages regarding the topic area for communication to stakeholders and the public.

Responsibility: Study Groups will be responsible for organizing the initial meeting where their topic is presented. Floyd|Snider will facilitate discussion and will facilitate and document the second meeting for each topic in which key

messages are developed. All Work Group members will be in attendance at all meetings.

Assumptions: A total of 8 4-hour meetings will be held for this Task.

5. RECOMMENDATION / DOCUMENTATION

5.1 Document comprehensive problem statements

Scope:

- An all-day Work Group meeting will be held in which the findings from each study area in Task 4 will be reviewed in a comprehensive overview.
- Overall messages will be developed and documented regarding the comprehensive status of Phthalate concerns by aggregating and summarizing the messages from each topic area. This work will document key problems that need to be addressed by Work Group recommendations.
- Receive input from policy and stakeholder groups on Work Group recommendations

5.2 Develop Recommendations

Scope:

- Brainstorm potential recommendations for both short-term, mid-term and long-term resolutions to the problem statements defined above in Task 5.1.
- Recommendations are expected to include potential policy, regulatory and implementation changes that could be taken to address both overall and site-specific problem areas.
- Reach Work Group consensus on recommendations (as part of this work, uncertainties and additional data needs will be documented – recommendations will include recommendations for future work efforts to address these uncertainties).
- Receive input from policy and stakeholder groups on Work Group recommendations
- Refine recommendations based on input received.

5.3 Define and Communicate Next Steps

Scope:

- Define the likely regulatory processes needed to implement recommendations
- Summarize recommended next steps
- Present findings and recommended next steps to policy and stakeholder groups.

Responsibility: This work is done in a series of meetings attended by all Work Group members, with facilitation and documentation by Floyd|Snider.

Assumptions: One all-day meeting and 6 4-hour meetings are estimated for all of the Task 5 work. It is assumed that the Work Group recommendations will include recommendations for efforts by Work Group member organizations to collect additional data or perform additional evaluations or pilot studies to fill key data gaps or resolve key uncertainties. These work efforts may be conducted in parallel with the Work Group process, and could require significant resource allocation by member organizations in addition to that estimated for the Work Group project effort.

6. IMPLEMENT COMMUNICATIONS PLAN

6.1 Manage Communications Process & Support Work Group

Scope:

- Manage and track implementation of communications strategy
- Attend Work Group meetings
- Coordinate with Public Information representatives from member organizations
- Conduct individual discussions with key stakeholders
- Prepare materials for distribution to public and stakeholders, using Work Group meeting summaries as basis
- Document communications efforts
- Set up special meetings for review of Work Group recommendations

Responsibility: Department of Ecology

Assumptions: Attendance at all Work Group meetings. Close coordination with member organizations. Will need time to get up to speed with the issues and to develop communications materials between meetings.

6.2 Review Communications Materials and Participate in Special Meetings

Scope:

- Work Group member PIO review of materials prepared by communications subconsultant
- Work Group member participation in special meetings with stakeholders to review recommendations

Responsibility: All Work Group entities – Work Group members and their PIO support people.

Assumptions: Public information specialists in each Work Group member organization will want to stay informed about the process, and review materials for use with the community and media. 2 special meetings will be held towards the end of the project to discuss project recommendations. Other meetings with

stakeholders will be conducted as agenda items at pre-existing stakeholder forums.

