

2005-2006
P2Rx Regional Tasks – GLRPPR

C-1. Regional Task 1. Continue Building the GLRPPR Sector Resources

The GLRPPR Sector Resources are collections of records for both online and hard copy material related to a particular industrial sector (e.g. “Agriculture”) or a topic of interest across a wide variety of sectors (e.g. “Energy Efficiency”). A list of expert contacts that may be consulted for further information on the subject at hand is included within each Sector Resource. Each item listed within a Sector Resource has a full record containing the item’s title, a brief abstract, a link to the item (if it is available online), date of publication, source and resource type. Price and ordering information are listed for hard copy items where available.

WMRC will continue to gather current documents and add them to the Regional Sector Resources. WMRC will make these electronic documents available to the P2Rx national topic hub coordinators as appropriate and maintain the active links. WMRC will continue to expand the GLRPPR Regional Sector Resources by continuing to search for new documents, reference materials, training materials, research projects, etc. through conferences, listservs, and direct solicitation from individuals.

WMRC will continue to incorporate relevant calendar items and funding opportunities into the corresponding Sector Resources to enhance the Sector Resources.

C-2. Regional Task 2. Maintain the web based directory of Regional P2 Programs in the region and Share with Organizational Partners

For the past seven years, GLRPPR has maintained a directory of P2 programs in the Great Lakes on the GLRPPR web site. The GLRPPR Contacts Database includes contact information for both individuals and organizations including businesses, non-profit organizations, industry organizations, government agencies, educational institutions, vendors, small business development centers, consultants, and technical assistance providers.

WMRC will continue to maintain the database as well as solicit updated contact information. Visitors to the GLRPPR web site will continue to have the option to submit their program information to be added to the database. These activities will serve to maintain existing entries as well as solicit new contacts for the database.

WMRC staff will continue to identify corresponding web sites that should be linked with the contact information and verifying existing links are valid. Additionally staff will continue to review the sector resources and related contacts in the database and will solicit expert contacts from the region where there is currently one or less contact listed/identified.

DELIVERABLE: The Contacts Database will continue to be maintained and verified. GLRPPR will continue to invite its members to submit contact information to be included in the database. Updated information will be solicited at GLRPPR events and through the LINK newsletter. Links to the Contacts Database will be maintained on the national and regional topic

hubs that GLRPPR maintains. GLRPPR and P2Rx will continue to partner with the National P2 Roundtable to support the P2 Programs directory.

C-3. Regional Task 3. Maintain the P2Tech and other listservs and archives

WMRC manages 15 e-mail listservs. They include P2Tech, the GLNPO PBT Strategy Team, NPPR Information Workgroup, four DOD partnership listservs, the AWMA Lake Michigan Chapter, the Great Lakes Measurement Task Force, Green Illinois, and several other information exchange lists. P2Tech is an international discussion forum and is the largest of the lists. WMRC staff will continue to manage the listservs for appropriate and topical discussions and appropriate subscribers. This monitoring ensures accurate and quality discussions on P2 related issues. WMRC will continue to maintain the P2Rx discussion listservs for both the administrative group and the web group. These lists promote discussion among P2Rx members on important topics and will be continued.

DELIVERABLE: WMRC will continue to manage the two P2Rx listservs and the other 13 listservs.

C-4. Regional Task 4: Actively Participate in the P2Rx National Network

Since 1996, GLRPPR has served as a regional center in the Pollution Prevention Resource Exchange. During that time, GLRPPR has actively participated in the development of P2Rx as a viable national network of pollution prevention centers. Specifically GLRPPR:

- Participates in the monthly conference calls of both the administrative and web groups and attends the P2Rx face-to-face meetings
- Provides data and information on our activities in suitable summary form to meet activity measurement requirements
- Participates in various P2Rx subcommittees
- Provides information to other P2Rx Centers in a timely and relevant fashion when requested
- Maintains a prominent link to P2Rx on our web site and keeps the baseline document on our regional center up to date
- Distributes P2Rx marketing material at numerous public presentations

DELIVERABLES: WMRC will continue to actively participate in the P2Rx National Network as stated above. WMRC staff will continue to serve on the Marketing Committee, and the QA/QC Committee.

C-5. Regional Task 5. Continue to Build and Maintain the Topic Hubs

With assistance and input from regional partners and the P2Rx network, GLRPPR will continue to maintain the existing Topic Hubs in accordance with P2Rx guidelines. They include:

- Mercury-Schools
- Mercury-Health Care
- Regulatory Integration
- Printing-Lithography

- Printing-Flexography
- P2 and Environmental Security
- Technology Diffusion
- Great Lakes Regional Auto Salvage Yards
- Education - Integrated Pest Management (IPM) for Schools
- Education - Pollution Prevention for Arts Education

GLRPPR will continue to check links and resources to assure tools within the topic hub are accessible. GLRPPR will utilize link-checking software to assist in the maintenance of the Topic Hubs.

DELIVERABLE: All topic hubs developed and maintained by GLRPPR will continue to be maintained, reviewed, expanded and/or improved.

C-6. Regional Task 6: Provide Help Desk Librarian services to the Great Lakes region and P2Rx members

As detailed in the National P2Rx Task section, GLRPPR will continue to offer the “Help Desk”, a regional service offered on the GLRPPR web site that compliments the “Rapid Response Service” offered P2Rx web site. The help desk librarian service includes up to one hour of complimentary search time per request.

DELIVERABLES: WMRC technical assistance providers and its librarians will provide help desk reference services to both the region and the P2Rx network.

As stated in the National Task section of this proposal, Rapid Response inquiries received from the P2Rx web site and Help Desk inquiries will be documented and compiled in the semi-annual P2Rx report (January and July).

C-7. Regional Task 7. Archive Rapid Response/Help Desk Inquiries

GLRPPR will continue to archive the regional inquiries and responses received from the P2Rx Rapid Response tool. GLRPPR will begin archiving the Help Desk inquiries received from the GLRPPR web site and the responses. Archived responses will be posted onto the GLRPPR web site.

DELIVERABLES: Regional Rapid Response inquiries and responses will continue to be archived onto the GLRPPR web site. GLRPPR Help Desk inquiries and responses will now be archived as well.

C-8. Regional Task 8. Document progress through activity measures, web site statistics, and mid-term and final reports

GLRPPR will report activity measures and web site activities in keeping with the P2Rx activity measures standard adopted by the National P2Rx program that is used in conjunction with other P2Rx Center data.

WMRC's grant report will include information on the following areas:

- Monthly usage of each topic hub on the web site, date the topic hub was posted, revisions of topic hub content, etc.
- Use of regional listservs, such as the number of messages posted on the listserv monthly
- Progress on regional tasks
- Additions to the website
- Number of responses to information requests including Help Desk inquiries

DELIVERABLE: A mid-year progress report to the USEPA Project Officer in April 2006 and a final project report in November 2006 that documents results of the national and regional tasks as outlined above. This report will be in addition to the measurements required by P2Rx coordination.

2005-2006
GLRPPR Executive Director Program Funds

I. Coordination of the Roundtable:

The GLRPPR Executive Director will continue to direct the Roundtable's focus on environmental topics that are important to the region. The Executive Director will also act as a resource for communicating to the Roundtable members the activities and projects that are taking place in other regions and nationally. This includes updating members about new products and resources that are funded or created by EPA and other related organizations. This will provide new resources to the members as well as assist in providing vision and direction for future priority topics for the Roundtable. Some of the key resources and tools that will help attain this objective are the continued use and maintenance of the programs database developed and maintained through the efforts of the P2Rx program funding, news posted on the GLRPPR site, distribution of the LINK newsletter, and use of the GLRPPR member listserv.

The Executive Director will communicate to the members, regional and national priorities and activities of fellow Roundtable members and help identify new information sharing opportunities. These priorities will include pollution prevention topics, along with EPA Regional and National enforcement and assistance priorities. The Executive Director will work closely with the GLRPPR Steering Committee to coordinate the activities of the Roundtable including carrying out activities such as information sharing and identification of experts or contacts for regional and national priorities.

II. Meeting Coordination:

The Executive Director will work with the GLRPPR steering committee to develop a regional P2 project strategic planning and partnering meeting (a.k.a. Regional Strategic Partnership Meeting) to be held in the late fall 2005 or early winter 2006 in the Chicago area. The objective of this meeting would be to bring together one to two key representatives from each Great Lakes state to strategize about P2 topics that are important to the collective. This meeting would create a forum for representatives from these states to discuss opportunities to partner for grant funding proposals that would leverage funds and manpower. Ultimately this meeting would help extend the goals and accomplishments of these projects by partnering and regional information sharing through GLRPPR. A portion of these discussions would also be directed at regional measurement information collection for current and future EPA grant activities.

Where needed, GLRPPR would help support two representatives from the Region 5 states to attend this one-day strategic planning meeting. Up to \$300 per person in travel assistance will be made available. The Executive Director, with assistance and support from other WMRC staff, will be responsible for coordinating this meeting.

III. Steering Committee Coordination and Assistance:

The Executive Director will work closely with the steering committee in all of the activities undertaken by the Roundtable. Bi-monthly conference calls with steering committee members will take place to discuss GLRPPR business, activities and the needs of the membership and how

they are being addressed. The direction and services provided by the Roundtable will continue to be guided by the steering committee members who have technical and pollution prevention experience. The Executive Director will work with members in the region to maintain and expand representation from each Great Lakes state on the steering committee.

IV. Networking and Marketing GLRPPR

The Executive Director will continue to communicate and network with each of the states to assure that individuals and partner organizations are aware of the Roundtable and its current activities, to encourage participation in meetings and committees, and to use the resources provided by GLRPPR. (This sentence seemed redundant.) These goals will be accomplished by participating in meetings, conferences and other networking opportunities. The GLRPPR tabletop display will be set up at conferences and meetings whenever feasible and cost effective.

GLRPPR will continue efforts to market GLRPPR information and resources to Native American Tribes (First Nations) within the Great Lakes Region in order to increase awareness. The objective is to provide valuable resources to these groups and increase their participation at events and activities. Some of these activities will be coordinated with the EPA Region 5 Tribal Coordinator.

V. Maintenance of the membership directory:

With the assistance of other WMRC staff, the Executive Director will maintain a directory of GLRPPR members. This roster will be updated continuously and posted on the GLRPPR web site for distribution to the membership.

VI. LINK Newsletter:

The Executive Director will coordinate collection of information, layout, and writing of the LINK quarterly newsletter. LINK will be made available in electronic copy only to members.

VII. Maintenance and expansion of the GLRPPR web site:

The GLRPPR web site will continue to be maintained. Some of the specific goals and objectives include:

- Information about regional programs and links to new related documents will be provided on the GLRPPR web site as they become available through the membership network.
- The regional contacts database will continue to be updated and expanded.
- Regional and national events information will be continuously updated.
- Administrative information such as steering committee contacts, focus area information, and schedules will be maintained on the site.
- The look and functionality of the GLRPPR web site will continue to be updated to make it easier to use and attract more users to the site.

VIII. Regional P2 Project Directory:

GLRPPR will continue development and maintenance of a directory of regional pollution prevention programs. The directory provides project content information that is hosted on the GLRPPR web site. The objective of the directory is to supplement the traditional state updates at the GLRPPR conferences and meetings and to provide a continuously open (available 24/7) forum for states to share project information and avoid duplication. Summaries of the projects will continue to be solicited from the GLRPPR members and through EPA Region 5 P2 grant reports. Success measures and updates will be requested from project leads at least one time per year through the GLRPPR member listserv. These updates and measures will then be added to the summaries on the existing database. The measures will be included in the regional measure agglomeration that supports the national measurement effort lead by the National Pollution Prevention Roundtable.