

Congratulations! You're a Brownfield Coordinator!

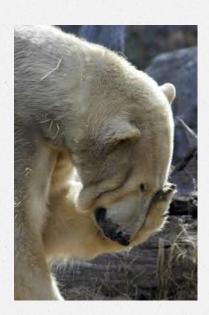
How to Transition Proof Your Program

Edda Mutter & Kimberly Smith





- To make easy transition when staff turns over
- Retain good employees
- To retain data between transition
- Prevent frustration and high turnover rates





- Each BF program should create a manual for the program
- Write plain
 - EPA "What is plain writing?" Guideline http://epa.gov/plainwriting/what.html
- Our "TRP Program Manual"



- Determine the types of data used in your organization
- Passwords to all accounts
- Do not use personal email as work email; have a single work email
- Contacts (email, agency, number, date of last interaction)
- Administrators and office manager contacts
- Maintain all quarterly reports, funding many workplans, budget
- Internal organizational structure



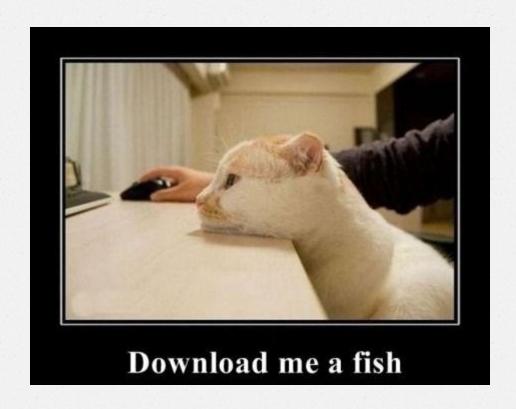
- Written inventory of equipment
- Label items "Property of Brownfield Program", "Check In/Out"
- For equipment tracking
 - O GPS
 - Software
 - Computer
 - Cameras



- 101 Brownfield
- ADEC Brownfield Handbook
- Online Self-Study
- Outreach and Education
- ASTM
- Hazardous Waste and Storage (prevent future Brownfields



- New employees can take online courses
- Landownership Issues
- Give suggestion of online courses
- Designate Brownfield personnel as emergency response in community (if interested)
- BF personnel could be oil spill response
- Reach out to other federal agencies to come to your community (sometimes they only need a request)



Questions/Comments?