



The State of New Hampshire  
*Department of Environmental Services*



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**Thomas S. Burack**  
Commissioner

February 28, 2008

Ms. Jean Holbrook  
United States Environmental Protection Agency - New England  
One Congress Street, Suite 1100 (SPP)  
Boston, Massachusetts 02114-2023

**Re: NH State Innovation Grant Quarterly Status Report**

Dear Ms. Holbrook:

Enclosed is the sixth quarterly progress report for the NH State Innovation Grant (EPA Grant EI97146401), "Encouraging Superior Environmental Performance Through Management Systems, Recognition, and Rewards." This is a revised report for activities for the reporting period of October 1, 2007 to December 31, 2007.

If you have any questions, please feel free to call me at 603-271-2941. We look forward to successfully completing this project with your continued guidance. Thank you.

Sincerely,

Robert P. Minicucci II, PE  
Special Projects Manager  
Planning, Prevention & Assistance Unit

Attachments

CC via email: Gerald Philbin, Sherri Walker, Andy Teplitzky, Kathy Madonia, all of USEPA, OPEI/NCEI



**FFY 2006-07 STATE INNOVATION GRANT  
PROGRESS REPORT**

***"ENCOURAGING SUPERIOR ENVIRONMENTAL PERFORMANCE THROUGH  
MANAGEMENT SYSTEMS, RECOGNITION, AND REWARDS"***

**EPA Grant: EI97146401**

**Submitted February 2008**

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**FFY 2006-07 STATE INNOVATION GRANT PROGRESS REPORT**  
**For the Period: (10/1/07 – 12/31/07)**

**February 2008**

**INTRODUCTION**

This quarterly progress report (for the time period 10/1/07 – 12/31/07), authored by the New Hampshire Department of Environmental Services (DES), fulfills grant requirements for the State Innovation Grant (SIG) issued in April 2006, and formally accepted by the State of New Hampshire on June 21, 2006. As required, this report presents a summary of activities and accomplishments, effectiveness, problems encountered, and progress expected over the next quarter. The format of the report is as stated in the *Programmatic Conditions* attached to the April 21, 2006 Grant Award document.

**Section #1 - Summary of Activities**

During the reporting period, DES continued the work described in the project workplan dated January 31, 2006. This focused on program design and start up for the NH *Aspiring Leaders*, program, an “on-ramp program to help people move up to the level that would allow Performance Track membership.

**Section #2 – Accomplishments/Problems**

During the reporting period, DES engaged in program outreach activities, in coordination with the NH Governor’s Office, culminating in a Governor’s Press Conference held on Dec. 19, 2007, where the *Aspiring Leaders* program was announced. Governor John Lynch, DES Commissioner Thomas Burack, and EPA Reg. 1 Deputy Administrator Ira Leighton all spoke. As of December 19, *Aspiring Leaders* applications had been received from five companies, based on pre-announcement outreach. New website materials were developed, and can be seen at [www.des.nh.gov/eli](http://www.des.nh.gov/eli).

On other aspects of the program, a second meeting was held with the University of New Hampshire’s business school (the Whittemore School of Business and Economics) to begin to see how sustainability issues, likely focusing on triple-bottom-line accounting, might fit into the MBA curriculum (Task 5). An initial commitment was made by the Whittemore School administration to change one of the required courses in their MBA program to reflect “triple-bottom-line accounting” in that course’s materials and lectures. Triple-bottom-line accounting was judged to be the best way to bring sustainability thinking into the business school environment. Another meeting was held with the NH Small Business Development Center to see how DES might be able to augment their existing efforts to improve management skills in the small business sector. (Task 6).

General program outreach continues and meets a positive response.

The currently-envisioned project schedule is presented below.

### Section #3 – Schedules

To reflect the current situation and how the project has evolved due to stakeholder and DES senior leadership, input, and the simple passage of time, the table of project tasks and schedules has been modified, and is presented below. DES still does not expect to request an extension of the grant time period. As an aid, a column has been added to the table to indicate the general level of effort DES anticipates a given task requires within the context of the overall project.

**Schedule of Major Project Tasks, revised February 2008**

	<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Relative Effort</b>
0	QAPP	Complete project planning by submission (and approval) of QAPP.	July 1, 2006	<b>Completed</b>	N/A
1	Policy	Update and publicize NHDES' policy on encouraging systematic environmental management.	Aug. 1, 2006	<b>Dropped.</b> Draft has been presented, DES management does not desire revision.	Low
2	Website	Establish enhanced NHDES website resources for EMS-related information.	Oct. 1, 2006	Original version completed Nov. 1, 2006, revised version completed mid-December, 2007 <b>Completed - Future updates as needed.</b>	Medium
3.1	Stakeholder Group established	Establish and maintain an Advisory/ Stakeholder group. Re-establishes previous group that was active in 1997–2000.	April 30, 2007	<b>Completed</b>	N/A
3.2	Stakeholder Group maintained	Maintain Advisory/ Stakeholder group. May morph into a NH Sustainable Business Roundtable. Meetings anticipated to be quarterly or tri-annual through grant period.	April 30, 2007	<b>Ongoing</b> throughout grant period.	High
4.1	Strategy & procurement for EMS Training	With advisory group, establish strategy and procure contractor(s) for EMS training.	Strategy chosen by Jan. 1, 2008	Contractors procured by July 1, 2008	Low at present, medium in early 2008
4.2	Deliver EMS Training	Offer training in EMS implementation, separately for public and private sectors.	First training delivered by Jan. 30, 2008	Training seminars completed by July 1, 2009	Low at present, higher in 2008
5	Increase Env. Content of NH College/Univ. Mgmt. School Curricula	Meet with NH colleges and universities, with an aim of achieving curriculum changes.	Initial meetings by October 1, 2007	Check for curriculum changes by January 1, 2009	Low
6.1	SME Management	With advisory group, develop strategy to improve management skills in the SME sector.	Strategy established by September 1, 2007	Completed, action to be taken through existing SBDC training curriculum.	Medium

## Schedule of Major Project Tasks, revised February 2008

	<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Relative Effort</b>
6.2	SME Management	Take actions, per strategy established in 5.1, to improve management skills in the SME sector.	December 1, 2007.	Anticipated to be end of grant period	Medium
7.1	Mentoring strategy	With advisory group, establish strategy to encourage larger organizations to mentor smaller ones. May include "greening the supply chain" projects, but not necessarily limited to this area.	Strategy in place by July 1, 2008	See 7.2, below	Low
7.2	Mentoring activities	Implement mentoring strategy established in 7.1	Sept. 1, 2008	Ongoing throughout grant period	Low
8.1	NH Environmental Leadership (ELI) program Design	With advisory group input/feedback, design a multi-tiered Reward and Recognition Program, one tier of which would be equivalent to the existing PTrack. Design to include entry & exit criteria.	Start Oct. 1, 2006	First tier rolled out Dec. 19, 2007.  April 1, 2008 anticipated for second (equiv. to PTrack.) tier.	High
8.2	ELI Support	a) Obtain final NHDES management approval to implement NH Sagamore. b) Write initial program "manual" c) Propose legislation	a) Nov. 1, 2007 b) Sept. 1, 2007 c) Jan. 1, 2008	a) Sept. 2007, personal communication b) ongoing, some materials for <i>Aspiring Leaders</i> posted at <a href="http://des.nh.gov/eli">des.nh.gov/eli</a> c) now N/A	High
8.3	ELI implementation	a) Publicize program b) Recruit members c) Admit members d) Obtain members' performance reports on environmental performance in regulated and un-regulated areas.	a) April 2007 b) April 1, 2008 c) October 1, 2008 d) May 1, 2009	No end date anticipated. Grant will expire while program goes on.	High
9	Project Reports	Quarterly and final Project Reports.	Sept. 30, 2006	Sept. 30, 2009	Medium

### **Section #4 – Funds**

*Financial Information removed by EPA as confidential business information.*

### **Section #5 – Estimates**

No change in the grant period or budget is anticipated. The issue of grant period will be re-assessed in the next quarterly report.

## **Section #6 – Attachments**

For the record, we have attached the brochure for the *Aspiring Leaders* tier. The press release from the Governor's press conference of December 19, 2007 is available at <http://des.nh.gov/press/archive/2007/press12192007.htm>.

## **Section #7 – Quality Assurance**

No data issues were worked on during the reporting period. Please note that DES is working with the first batch of *Aspiring Leaders* applicants to choose projects they will undertake and appropriate metrics for each.