



TECHNOLOGY FOR SUSTAINABILITY SUBCOMMITTEE

Conference Call Summary
Wednesday, February 21, 2007
11:30 a.m. – 1:30 p.m. Eastern Time

Welcome

Dr. John Giesy, University of Saskatchewan, Subcommittee Chair

Dr. John Giesy, Chair of the Technology for Sustainability Subcommittee, welcomed the Subcommittee members to the conference call and thanked them for their time. He explained that Ms. Clois Slocum, the Designated Federal Officer (DFO) for this Subcommittee, and Ms. Lorelei Kowalski, the DFO for the Board of Scientific Counselors (BOSC) Executive Committee, would address administrative procedures.

Administrative Procedures

Ms. Clois Slocum, U.S. Environmental Protection Agency (EPA)/Office of Research and Development (ORD), Subcommittee DFO, and Ms. Lorelei Kowalski, EPA/ORD, Executive Committee DFO

Ms. Slocum took roll to determine which Subcommittee members were present and then reviewed the Federal Advisory Committee Act (FACA) procedures that are required for all BOSC Subcommittee meetings. As the DFO for the Technology for Sustainability Subcommittee, Ms. Slocum serves as the liaison between the Subcommittee, the public, and EPA and ensures that all FACA requirements are met. She explained that BOSC is a Federal Advisory Committee that provides independent, scientific peer review for EPA's ORD.

Ms. Slocum stated that all meetings and conference calls involving substantive issues, whether in person, by phone, or by e-mail, that include one-half or more of the Subcommittee members must be open to the public and a notice must be placed in the *Federal Register* at least 15 calendar days prior to the call or meeting. The information for this conference call was published on December 29, 2006, and entered into the federal docket management system (<http://www.regulations.gov>; Docket ID EPA-HQ-ORD-2006-1010). The Subcommittee Chair and DFO must be present at all conference calls and meetings, and a summary of this call will be made available to the public after certification by the Subcommittee Chair. The Chair must certify the summary within 90 days of the call. The summary then will be posted on the BOSC Web Site (<http://www.epa.gov/osp/bosc>).

Regarding financial conflict of interest, Ms. Slocum is working with EPA officials to ensure that all appropriate ethics regulations are satisfied. Each Subcommittee member must file a standard government financial disclosure report and complete ethics training. All Subcommittee members

must notify her if there is a potential conflict of interest with any of the topics being discussed as the Subcommittee performs its work.

This is the second public conference call for this Subcommittee, and the Chair will administer the meeting according to the preapproved agenda. The Subcommittee Chair must recognize the EPA staff members before they provide comments. Because a notetaker is taking detailed notes of the call, Ms. Slocum asked speakers to identify themselves when making a comment. She stated that no requests for public comment were submitted prior to the call, but the agenda allows time for public comment at 12:45 p.m. She will call for public comments at that time.

Ms. Slocum sent a second CD of information to Subcommittee members following the previous conference call. The face-to-face meeting will be discussed later in the conference call, and Subcommittee members are reminded to bring all materials received, homework sheets, and travel vouchers with them to the face-to-face meeting, which will be held on April 25-26, 2007. The hotel has not been determined at this time.

Ms. Kowalski explained that it might be helpful if the Subcommittee members received background on the BOSC program previews in the context of the work the Subcommittee is performing, because it does differ from other BOSC and Science Advisory Board (SAB) reviews. She also will clarify some questions from the January 23, 2007, conference call and provide information about the face-to-face meeting.

A program review is a retrospective and prospective review of a research program and involves the consideration of a number of documents and materials related to the program. It is not a review of the Multi-Year Plan (MYP) or any single document. The review evaluates the research performed under the program during the previous 5-7 years, the research currently being conducted, and the work planned for the next 3-5 years. The basic purpose of the review is to improve ORD's research programs. BOSC initiated the reviews a few years ago, and each program within ORD is reviewed every 4-5 years. With this in mind, the Committee has discussed implementing a consistent approach to each review, including compiling a list of template charge questions that can be modified to be specific for each program. The charge questions for the Technology for Sustainability review have been modified to be specific for this program.

BOSC has conducted nine program reviews within the previous 2 years and has attempted to evaluate the process and improve it over time; it is an evolving process. The Subcommittee members are asked to evaluate the charge questions and provide feedback to the Chair about what is useful and what can be improved. This will allow ORD to improve further the program review process.

To answer the question posed during the January 23, 2007, conference call regarding the confidentiality of materials, Ms. Kowalski explained that all documents, once they are sent to the Subcommittee members, are made public; therefore, no particular security precautions are necessary.

The Subcommittee members were activated in ORD's payroll system as of January 21, 2007; Subcommittee members cannot charge any time devoted to this review before this date. In answer to the question about charging travel time that was posed during the January 23, 2007, conference call, Subcommittee members cannot be reimbursed for their travel time. Ms. Slocum

will be providing Subcommittee members with specific air travel and hotel instructions at a later date.

Ms. Kowalski described a handbook created for Subcommittee chairs that described FACA background and procedures and indicated that it can be made available to Subcommittee members if they desire.

Ms. Kowalski clarified the role of consultants in response to the question raised during the January 23, 2007, conference call. A consultant to the Subcommittee performs all of the same duties as a regular Subcommittee member but does not have voting rights and does not count toward the total number of Subcommittee members in a workgroup. A consultant was assigned to this Subcommittee because the need for additional expertise was realized after the package was submitted for approval. Removing the package for the addition of another Subcommittee member would have set the process back a significant amount of time, whereas adding the expertise in the form of a consultant was considerably easier and did not lengthen the approval process.

The role of EPA staff at the face-to-face meeting is to provide technical information to the Subcommittee so that the Subcommittee is able to respond to its charge. EPA staff cannot provide feedback about what the Subcommittee is discussing and should not be asked to do so. They may provide technical clarification only. In the past, some Subcommittee members have been reluctant to discuss criticisms in a public forum. This is necessary, however, to comply with FACA rules as well as improve the research program, so Subcommittee members must discuss the negative points as well the positive points during the face-to-face meeting.

During the face-to-face meeting, Subcommittee members and EPA staff will discuss posters in a one-on-one format. This is not a normal activity under FACA requirements; to comply with FACA, there will be a discussion session following the poster session in which each Subcommittee member will summarize the key points of his or her discussions with EPA staff members. The only time that one-on-one discussion will be allowed during the face-to-face meeting is during the poster session; all other discussions must occur in a public forum.

Dr. Martin Abraham asked how to handle the time for the January 17, 2007, administrative conference call, as it occurred before the Subcommittee members were added to the ORD payroll system. Ms. Kowalski responded that EPA could not pay for this time.

Dr. Giesy requested that the handbook regarding the FACA rules that Ms. Kowalski described be sent to all Subcommittee members.

Overview of Multi-Year Plan (MYP) and Remaining Technology for Sustainability Program Material

Dr. Gordon Evans, EPA/ORD

Dr. Gordon Evans presented the highlights of the Sustainability Research Strategy and the Science and Technology for Sustainability MYP. He explained that he would focus on the key features of the large volume of information that the Subcommittee members have received. The second CD of information that the Subcommittee members received following the last conference call includes specific materials that will be needed for the face-to-face meeting, a National Advisory Council on Environmental Policy and Technology report pertinent to

technological efforts, and information about unique program areas, including the Environmental Technology Verification Program; the Collaborative Science and Technology Network for Sustainability; the People, Prosperity, and Planet Student Design Competition; and the Small Business Innovation Program. Abstracts from the Technology for a Sustainable Environment Grants Program also are included, although this program will not be carried forward from the Pollution Prevention Program as a result of budget constraints.

The binder material that the Subcommittee members received includes the Sustainability Research Strategy and the Science and Technology for Sustainability MYP, which are two different facets of the program. The Research Strategy (Tab F) was written at the request of EPA's former Senior Science Advisor, William McFarland. This document is unique in that it is written as a crosscutting document, involving all of EPA's programs. It provides a more expansive view of the subject and does not correspond to the MYP in a linear, one-to-one manner. The Research Strategy is one of environmental sustainability as drawn from the three pillars of sustainability. The connection of the three pillars—environment, economy, society—is recognized, but the Agency focuses on the environment.

Six research themes frame the question of sustainability; four are physical, and two are metaphysical. The four physical themes are: (1) natural resources, (2) nonrenewable resources, (3) long-term chemical and biological impacts, and (4) the human-built world as it relates to the natural world. The two metaphysical themes are: (1) economics and human behavior, and (2) information and decision-making. Under these themes, broad research questions pertinent to this program as well as all other EPA research programs are framed. These questions deal with systems understanding, the important role of decision support tools, how technology can support sustainability, collaborative decision-making, and the need to develop metrics and indicators.

The MYP (Tab G) is the document that guides the research program for the next 5 years and outlines specific activities. The timeframe of the activities to be carried out is drafted with budget and allocation restraints consistent with the year in which the MYP is written. The document contains five chapters. The first chapter provides context, the second provides information on past activities of the Pollution Prevention Program, the third establishes goals, the fourth describes how the research program was developed, and the fifth describes the planned research program. Dr. Evans explained that some of the verbiage on page 16 had been updated to include a customer-oriented approach, and Subcommittee members will receive the revised text.

The three goals of the Technology for Sustainability Program are to: (1) make a scientific case for metrics and indicators; (2) develop support tools to promote environmental stewardship and sustainable management practices; and (3) continue to develop, apply, and demonstrate innovative technologies that support sustainable outcomes. The larger objective of the program is to provide support for regional and national sustainability policies and initiatives. The research plan considers budget constraints and resource availability, relevancy to the Agency's mission, the needs of regional and program offices, and capabilities of Agency staff and grants programs. The research embodies the system-based approach that ORD considers critical.

The system-based approach is highlighted in the draft report of the SAB review of the Research Strategy and MYP, which is included in the Subcommittee members' binders under Tab H. The SAB Executive Committee is meeting on Friday, February 23, 2007, to approve the final report. Subcommittee members will receive the updated SAB report once it is finalized. Dr. Alan Hecht

added that the Research Strategy already is being revised based on the SAB comments; the Subcommittee members also will receive this document after it is updated.

Preparation for Face-to-Face Meeting

Dr. John Giesy, University of Saskatchewan, Subcommittee Chair

Dr. Giesy explained that the Subcommittee members will be receiving a large amount of information at the face-to-face meeting in the form of presentations and posters. He reminded Subcommittee members to read all of the materials before the face-to-face meeting, because the timeframe is extremely tight. The goal of the Subcommittee is to provide an oral and written draft report before the end of the face-to-face meeting. The reports must be consensus reports.

At the face-to-face meeting, Subcommittee members will listen to presentations and speak to ORD scientists and then be provided time to write. The written report must capture the thoughts and impressions of the Subcommittee as a whole, not individual thoughts. The Subcommittee as a whole will discuss and edit the document. Following the face-to-face meeting, the Subcommittee members will participate in a conference call to finalize the report for the BOSC Executive Committee. Dr. Concepción Jiménez-González commented that this was helpful information and placed her role in a clearer context.

Dr. Ted Tomasi asked for clarification regarding his assignment on Team A and the team assignments for Long-Term Goals 2 and 3. Dr. Giesy responded that he would investigate this further.

Dr. Wayne Landis asked if someone was charged with editing the report. Dr. Giesy responded that the whole panel will edit, process, and discuss the report, but as Chair he is charged with the final edit. Ms. Kowalski added that Dr. Giesy is charged with the final technical edit, but a contractor will format the document and edit it for grammar.

Dr. Giesy explained that there would be time at the face-to-face meeting to perform some of the editing. He asked the Subcommittee members to notify him if they had any additional questions about the writing assignments. Each Subcommittee member must have a good grasp of the consensus regarding the topic about which they are assigned to write. The three purposes of the face-to-face meeting are to: (1) receive additional information from EPA, (2) discuss their findings, and (3) prepare the report.

There only will be eight posters at the face-to-face meeting, which should give everyone sufficient time to visit each poster; therefore, poster assignments will not be prearranged. The research described on the posters should parallel the documents the Subcommittee has received already and the presentations at the face-to-face meeting.

Dr. Giesy asked if another conference call was necessary before the face-to-face meeting. The consensus was that an additional call was not necessary. Ms. Slocum noted this.

Dr. Giesy asked if the Subcommittee members would like a draft outline of the report prepared before the meeting. Dr. Tomasi responded that anything that could be prepared before the face-to-face meeting would be helpful, and Dr. Abraham agreed. Dr. Giesy asked Ms. Slocum and Ms. Kowalski how this could be drafted and shared in regards to FACA compliance. Ms. Kowalski responded that if nothing technical was included in the draft outline (i.e., it was a

skeleton of topics to be covered), the Subcommittee members could share and discuss it via e-mail. If the draft includes anything substantive or technical, then it could be shared via e-mail, but it would be made public and would have to be discussed in a public forum.

Dr. Giesy asked if anyone had additional information needs. Dr. Landis responded that he has not been able to read through all of the material that has been sent and would need another week to determine if he needed additional documents. Dr. Giesy suggested that as Subcommittee members are reading the material, they should jot down questions that they would like answered via additional documentation or at the face-to-face meeting.

The conference call was opened to general discussion until the time to call for public comment at 12:45 p.m. Mr. Matt Shipman, a member of the public, asked Ms. Slocum to please contact him regarding questions he had. Mr. David Bernard, a member of the public, asked Ms. Slocum to contact him so that they could follow up on what they had discussed previously.

Ms. Kowalski described the EPA travel process. Ms. Slocum sent the Subcommittee members an electronic document on which each member will indicate their travel preferences. This document will be returned electronically to Ms. Slocum to forward to Ms. Kowalski, who then will send it to the BOSC travel liaison for processing through the government travel agency. The itinerary then will be sent to the Subcommittee members via Ms. Kowalski and Ms. Slocum. Subcommittee members should print their itinerary by following a link provided in the e-mail; once travel has commenced, the link no longer is available. The airline ticket is paid by EPA, and the Subcommittee members do not need to be reimbursed.

Dr. Landis stated that in the past his seat was not confirmed until a few days prior to travel and asked if there was a way for the seats to be confirmed earlier. Ms. Kowalski stated that the government does not ticket until a few days prior to travel, but any special travel requests (e.g., seat preferences, frequent flier information, etc.) could be noted on the electronic travel document from Ms. Slocum. The sooner the travel request is submitted, the sooner it is processed, which may help with obtaining requested travel preferences. All Subcommittee members asked that the travel form be sent again.

Ms. Slocum indicated that she would be out of the office during the week of February 26, 2007, to March 2, 2007, and instructed the Subcommittee members to copy Ms. Kowalski on any correspondence that was of an urgent nature.

Dr. Giesy asked if all of the Subcommittee members had completed all of the required training and paperwork. Ms. Slocum responded that one Subcommittee member still needed to complete the ethics training.

Public Comment

Ms. Slocum offered members of the public the opportunity to comment at 12:45 p.m. No comments were offered.

Dr. Giesy thanked the attendees for their time and concluded the call at 12:46 p.m.

Action Items

- ✧ Ms. Kowalski will send the handbook describing FACA to all Subcommittee members.
- ✧ Dr. Giesy will clarify the Team A assignments, specifically in regard to who is assigned to the workgroup.
- ✧ Ms. Slocum will contact Mr. Matt Shipman in response to some questions he has for her.
- ✧ Ms. Slocum will follow up with Mr. David Bernard.
- ✧ Ms. Slocum will resend the electronic travel request document to all Subcommittee members.

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APPENDIX A: Teleconference Agenda

Technology for Sustainability Agenda

February 21, 2007

11:30 a.m. – 1:30 p.m. Eastern Time

Wednesday, February 21, 2007

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| 11:30 a.m.-11:45 a.m. | Welcome | Dr. John Giesy Subcommittee Chair |
| 11:45 a.m.-12:15 p.m. | Administrative Procedures | Ms. Clois Slocum Subcommittee DFO Ms. Lorelei Kowalski Executive Committee DFO |
| 12:15 p.m.-12:45 p.m. | Overview of Multi-Year Plan (MYP) and Remaining Technology for Sustainability Program Material | Mr. Gordon Evans Office of Research and Development |
| 12:45 p.m.-1:00 p.m. | Public Comment | |
| 1:00 p.m. -1:30 p.m. | Preparation for Face-to-Face Meeting - Review Draft Agendas - Discuss Poster Review Process/ Assignments - Discuss Draft Report Outline - Identify Additional Information Needs | Dr. John Giesy Subcommittee Chair |
| 1:30 p.m. | Adjourn | |