

**PUBLIC PARTICIPATION AND PERMIT
SUPPORT SERVICES DIVISION 2010-2011
Work Plan
(July 1, 2010-June 30, 2011)
FINAL REPORT**

2010-2011 PPPSD WORKPLAN

Operational and Strategic Plan Goals

<p>Our operational plan goal is to successfully process 86% of all permit applications, registrations, notifications, and accreditations within established timeframes. The Operational and Strategic Plan have the same General Performance Indicators:</p> <p>Number of name, ownership, operator changes completed.</p> <p>Number of asbestos management plan reviews completed.</p> <p>Number of asbestos accreditations issued.</p>	<p>For more information on this project, please contact:</p>	<p><u>Status/Updates:</u></p>
	<p>Chris Mayeux P: 225-219-0789 E: Chris.Mayeux@la.gov Leonard Killmer P: 225-219-0790 E: Leonard.Killmer@la.gov</p>	<p>For FY 2011, PPPSD performance indicator was 97.5%. This goal was met.</p> <p>For FY 2011, 879 NOCs were completed, 2910 asbestos accreditations were issued, and 60 asbestos management plans were reviewed.</p>

Develop management tools to monitor work performance

<p>PPPSD will develop Management Tools to monitor work performance so that the Managers can monitor processing time goals for all routine business processes/ activities for complete applications or notifications.</p>	<p>For more information on this project, please contact:</p>	<p><u>Status/Updates:</u></p>
	<p>Chris Mayeux P: 225-219-0789 E: Chris.Mayeux@la.gov Leonard Killmer P: 225-219-0790 E: Leonard.Killmer@la.gov</p>	<p>Tracking of work activities for operational plan and productivity has been automated, so that management can keep track of work commitments and performance of employees. Completed in 2nd quarter of FY2011</p>

Regulation Revisions

<p>Continue pursuit of asbestos regulation revisions and start LELAP Revisions</p> <p>LAC 33:III.5151 Emission Standard for Demolition and Renovation</p> <p>LAC 33:III.2701 Asbestos-Containing Materials in Schools and State Buildings</p> <p>LAC 33:I.4501 Laboratory Accreditation</p>	<p>For more information on this project, please contact:</p>	<p><u>Status/Updates:</u></p>
	<p>Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov</p>	<p>The proposed changes to the asbestos regulations were presented to the stakeholders in the April 2011 Annual Asbestos and Lead workshop for comments.</p> <p>The proposed changes to the LELAP regulations were submitted to all instate labs for comments in June 2011.</p>

Improve the processing time line for Asbestos Accreditations

Improve the processing time line for Asbestos Accreditations (Regular). PPPSD current goal is within 30 working days. Will evaluate will attempt to reduce processing time to 7 working days.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	Due to the reduction in staff in PPPSD, the timelines were evaluated and determined to remain in accordance with the regulations.

Evaluate and implement where possible developing on-line application for NAS activities

Asbestos Asbestos Reno/Demo Notifications Asbestos Accreditation Lead Lead Licensed Contractor Letter of Approval Hazardous HW-1 and HW-2 RCRA Forms Solid Waste Sewage Sludge Haulers Application Solid Waste Transporters Registered Solid Waste Generators (Industrial) Registered Landfill Operator Certification	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	The Asbestos Activities have been completed in TEMPO, except for ADVFs. ADVFs evaluated and determined to not be feasible to implement in TEMPO. Currently, asbestos activities are not available on-line. It is still being evaluated for feasibility as resources allow. The Lead Accreditations are currently being implemented into TEMPO. After TEMPO implementation, it will be evaluated for feasibility for online application as resources allow. Solid Waste Sewage Sludge Hauler Activities are have been implemented into TEMPO. Solid Waste Notifications are currently being evaluated for TEMPO implementation. After Tempo implementation, it will be evaluated for feasibility for online application as resources allow.

LELAP Contract for Audits

Develop and implement no cost contract to conduct LELAP audits.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789	No cost contract developed and instituted January 2011.

Review and update all SOPs

The PPPSD will review and update all Standard Operating Procedures (SOPs) at least biennially, post timely, and draft SOPs for processes where no SOP is available. Any time significant process changes take place, the SOP should be promptly updated.	E: Chris.Mayeux@la.gov	
	For more information on this project, please contact: Deanna Bloodworth P: 225.219.3217 E: Deanna.bloodworth@la.gov	<u>Status/Updates:</u> The NOC SOP and the Asbestos Accreditations Processing SOP have been updated. They currently need to be posted to web. Due to staff reduction and shift in workloads, there are 5 SOPs that have not been updated biennially. They will be evaluated and updated if needed.

PPPSD Webpage Improvements

The PPPSD webpage should be user friendly, visually appealing with consistent style and format. A Webpage Work Group will be organized to review all PPPSD web pages.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Mia Townsel P: 225.219.1665 E: Mia.Townsel@la.gov	Although no web group was developed to review web page, the web page has been updated to provide for links, updates, and easier access of information for public.

Continue to Implement LELAP in TEMPO

Continue to refine implementation of LELAP in TEMPO	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	Most of LELAP activities have been implemented into TEMPO. Currently evaluating the implementation of audits into TEMPO.

Recoup Audit Costs

Confirm can collect salary as part of audit cost, develop letter of Intent to Audit, and Audit Activity tracking form to recoup salary cost	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	Legal opinion obtained, Executive Staff is evaluating.

Agreement with DNR

Pursue possibility of an intergovernmental agreement with DNR to pay for Order 29 B program	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	This was evaluated and cost determined to be not significant enough to pursue.

Recoup costs of Asbestos IDs

Charge for Accreditation IDs	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	It was evaluated whether to request this cost be added to AHEARA grant, however determined that Grant needs to continue to pay for salaries only.

Implement Asbestos Notification Program in TEMPO

Asbestos Notifications in TEMPO	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	Not implemented due to shortage in staff. Will be evaluated for next FY as resources allow.

Meet Grant Commitments

<p>NAS will comply with the EPA OECA Asbestos Grant commitments submit timely quarterly and End of Year reports to EPA</p> <p>The Office of Environmental Services, Public Participation and Permit Support Division (OES/PPPSD) will verify training prior to issuance of accreditations.</p> <p>OES/PPPSD will conduct 5 audits of training providers.</p> <p>OES/PPPSD will conduct an annual asbestos workshop.</p> <p>OES/PPPSD will distribute asbestos information to the LEAs, the public, and regulated community upon request and participate in public meetings, seminars, and conferences to present asbestos information, and display asbestos related materials, as requested. PPPSD will conduct an Annual Asbestos Workshop 4/2011.</p> <p>PPPSD review Asbestos Management Plans for schools prior to occupancy.</p> <p>PPPSD will submit Grant Status Reports (electronic)</p> <p>1/30/11, 4/30/11, 7/30/11, 10/30/11</p>	For more information on this project, please contact:	<u>Status/Updates:</u>
	Mia Townsel P: 225.219.1665 E: Mia.Townsel@la.gov	NAS met all grant commitments for the AHEARA grant except conducting the required number of audits of training providers. Submittal of quarterly reports, verification of training prior to issuance of accreditations, and conducting annual asbestos workshop in April 2011 was accomplished. MORE audits were attempted, but due to economic constraints, many classes were cancelled. Also, the NAS assigned auditor resigned during the 4th quarter. Audits will be conducted by the Inspections Division in the future. NAS has provided information upon request. Asbestos Management Plans are reviewed prior to occupancy for both schools and state buildings. Grant Status Reports were submitted for 1 st , 2 nd and 3 rd Quarter of the EPA Grant Year 2011.

Submit HW Import/Export Report to Legislature

The NAS will update the Hazardous Waste Annual Report and submit it to the Louisiana Legislature, including information on Import/Export of Hazardous Waste.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Mia Townsel P: 225.219.1665	This report is submitted annually every year at the end of July.

	E: Mia.Townsel@la.gov	
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NOC-1 Form and TEMPO Correspondence templates

Update Name and Ownership Change (NOC-1) Form and create TEMPO Correspondence templates such that permit transfers and name change letters can be created in TEMPO	For more information on this project, please contact:	<u>Status/Updates:</u>
	Leonard Killmer P: 225.219.0790 E: Leonard.Killmer@la.gov	The NOC form was updated and approved in July 2011 and placed on web. This activity is tracked in TEMPO, however creation in TEMPO not feasible due to process.

Clean-up invoices created as NOCs in TEMPO and EDMS

Clean-up rejected invoices created as Name and Ownership Change (NOCs) in TEMPO and EDMS by January 1, 2011.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Leonard Killmer P: 225.219.0790 E: Leonard.Killmer@la.gov	Cleanup completed by December 2010

Continue to move hard copy Public Notice list to listserv

Continue to encourage the movement of participants on hardcopy Public Notice list to move to electronic listserv.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Leonard Killmer P: 225.219.0790 E: Leonard.Killmer@la.gov	PPG continues to encourage participants on hardcopy to move to listserv through information in the public notice, providing information about listserv at public hearings and including information regarding the list serve in the hard copy mail outs.