

## **Draft Agenda**

# **Compliance/EMS/P2 Workshops for Federal Laboratories**

### *First Day*

#### **9am – 10:15am**

- Introduction of Lead Instructor by EPA Regional Coordinator
- Pre-Test, attendees fill out sheets with goals for the workshop.
- Lead Instructor Presentation: Compliance at labs: air, water, RCRA
  - What are the environmental regulatory compliance requirements for federal labs?
  - What federal guidelines/EOs/regulations govern EMSs at federal labs?
  - Common compliance problems
  - EO 13423

#### **10:15am – 10:30am: Break**

#### **10:30am – 11:00am**

- Lead Instructor Presentation: Compliance at labs conclusion

#### **11:00am – 12noon**

- Lead Instructor Presentation: EMS overview
  - Benefits of EMS
  - Implementation

#### **12noon – 1pm: Lunch Hour**

#### **1pm – 2:15pm**

- Lead Instructor Presentation: Pollution Prevention (P2)
  - What is P2 (“inverted pyramid”)? How does it relate to federal labs?
  - P2 Categories:
    - Source reduction, reuse, and recycling
    - Waste treatment and disposal; Spill & leak prevention
    - Energy and water conservation, recycling, administrative solutions
  - Solutions for specific labs – Analytical, medical, chemical, biological, radiological
- Participant introductions – who is attending/from which lab? What EMS/P2 experience do they have? (Have attendees confer, then introduce each other to the group)

#### **2:15pm – 2:30pm: Break**

#### **2:30pm – 3:15pm**

- Case Studies in groups: what are the P2/EMS improvement opportunities in this fictional lab? Three separate groups each get a different scenario, develop plans.

**3:15pm – 3:30pm: Break**

**3:30pm – 4:30pm**

- Each group presents scenario and plans to all attendees. Larger group gives feedback.
- Keep goal sheets in mind.

**4:30pm Day 1 – End**

*Second Day*

**9am – 10:15am**

- Introduction of Panel
- Each panel member speaks for 10-15 minutes about their lab, their role, their EMS/P2 experience and projects.
- Audience members should write down some questions.

**10:15am – 10:30am: Break**

[during break instructor reads questions and decides on a few to start the next session]

**10:30am – 12 noon**

- Questions for panel
- If needed: 3 groups led by panel members: What areas of improvement would attendees like to see at their own labs? What feedback can the expert give them?

**12 noon – 1pm: Lunch Hour**

**1pm – 2pm**

- Small groups: How are attendees doing on goal sheets? Are there any questions left, specific advice needed? What are the next steps they will take back at the lab?

**2pm – 2:15pm: Break**

**2:15pm – 3:15pm**

- College Bowl

**3:15pm – 3:30pm: Break**

**3:30pm – 4:30pm**

- Wrap-up, Final Questions
- What help is available from EPA?
- Post-Test, Certificates, Evaluations

**4:30pm Day 2: End**