

US EPA ARCHIVE DOCUMENT

RCRA Showcase Pilot - Region 6

Corrective Action Strategy (CAS) Virtual Office - A tracking and networking tool for the CAS Pilot Project Program

EPA Region 6 initiated a Pilot Program for the Corrective Action Strategy (CAS) in January 2001. The key to the success of our pilots will depend on tracking the progress of corrective action at each facility and having open communication between all parties involved. The Virtual Office (VO) was created as a tool to meet these needs and provide a way to measure and record our success.

Innovations of the CAS Virtual Office -

Tracking Center - The VO is on an extranet server and has secured access only. Each participant must register to become an authorized user. Participants are: authorized EPA personnel, state personnel and facility representatives. Each participant can log on the VO and view a tracking/milestones chart for each facility and a chart with meeting dates and meeting participants (with addresses), and upcoming events.

Communication Network - The VO is a communication center for all participants, providing access to all documents that would have otherwise been submitted as paperwork documents. All reports and deliverables can be submitted by the facility through the VO, then the administrative authorities can review and create comments that can be shared immediately. This will be particularly helpful in conference calls.

VO Project Participants - CAS Pilot facilities, State partners, Region 6 EPA CAS team, EPA Region 6 and HQ personnel interested in tracking the CAS Pilots.

Oversight of the VO - Oversight of the VO will be carried out by the Region 6 VO development team (CAS team members and our computer support staff).

Key Region 6 Contacts - Nancy Fagan 214.665.8385
Tim Fryer 214.665.6777

Benefits of the use of the Virtual Office - The most beneficial service of the VO is that it will save time and resources through the use of electronic information transfer and documentation. One of EPA's program goals is to focus on results rather than on process, and the VO assists in eliminating some of the paper process. It will also provide a means of measuring and tracking our success in the Region 6 CAS program.

Potential of Application in Other Areas - The VO can be tailored for use in any project that depends on information sharing and tracking/measuring progress.