

US EPA ARCHIVE DOCUMENT



The State of New Hampshire  
*Department of Environmental Services*



**Thomas S. Burack**  
Commissioner

July 30, 2007

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 fourth quarterly progress report for the NH State Innovation Grant (EPA Grant EI97146401), "Encouraging Superior Environmental Performance Through Management Systems, Recognition, and Rewards." This report covers activities for the reporting period of April 1, 2007 to June 30, 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: Gerald Philbin, USEPA, OPEI/NCEI



**FFY 2006-7 STATE INNOVATION GRANT  
PROGRESS REPORT**

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

**EPA Grant: EI97146401**

**Submitted July 2007**

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Thomas S. Burack, Commissioner  
New Hampshire Department of Environmental Services  
29 Hazen Drive/P.O. Box 95  
Concord, New Hampshire 03302-0095  
(603) 271-3449, Fax: (603) 271-2867

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Robert P. Minicucci II, PE, Special Projects Manager  
New Hampshire Department of Environmental Services  
29 Hazen Drive/ P.O. Box 95  
Concord, New Hampshire 03302-0095  
(603) 271-2941, Fax: (603) 271-2867  
e-mail: [RMINICUCCI@DES.STATE.NH.US](mailto:RMINICUCCI@DES.STATE.NH.US)

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Vincent P. Perelli, Chief of Planning & Policy/QA Manager  
New Hampshire Department of Environmental Services  
29 Hazen Drive/P.O. Box 95  
Concord, New Hampshire 03302-0095  
(603) 271-8989, Fax: (603) 271-2867  
e-mail: [VPERELLI@DES.STATE.NH.US](mailto:VPERELLI@DES.STATE.NH.US)

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**FFY 2006-7 STATE INNOVATION GRANT PROGRESS REPORT**  
**For the Period: (4/1/07 – 6/30/07)**

**July 2007**

## **INTRODUCTION**

This quarterly progress report (for the time period 4/1/07 – 6/30/07), authored by the New Hampshire Department of Environmental Services (DES), fulfills grant requirements for the State Innovation Grant (SIG) issued in April of 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 stakeholder outreach and meetings. Work also continued on drafting a program design for the proposed NH equivalent of Performance Track, and general program outreach. More detailed information is in Section 2, below.

### **Section #2 – Accomplishments/Problems**

During the reporting period, DES activities focused on six separate stakeholder meetings. The first, held on April 30, was of the full stakeholder group, now referred to as the “steering committee”. This meeting was very well attended, and discussions there, as at other meetings, were energetic and positive. DES’s rationale and goals for the overall project were presented and discussed. Several topics emerged, and four discrete sub-committees, or “work groups” were formed. Five meetings of these work groups were held. Work group #1 focuses on design of a reward-and-recognition program; work group #2 focuses on finding means to improve small business management skills; work group #3 focuses on business school curricula; and work group #4 is to exploring the place and possible participation of banks and other financial sector players to the work of improving environmental performance toward sustainability.

Work group #1 met twice in the reporting period. Each meeting results in the program design “white paper” being revised, adding more specific details. The steering committee is to meet again in September, and a major current goal is to have an actionable program design (as opposed to the conceptual design presented on April 30) for the steering committee to consider at that meeting.

Other meetings with various stakeholders took place, as program outreach continues and various interested parties respond. Of special note is an offer from the PEER Center at UMass Lowell to provide a one-day seminar on environmental management systems to state and local government employees this fall – precisely the type of training originally envisioned in Task 4.2 of the work plan. DES will be following up on this.

It should also be noted that DES’s expectations for contractor input have changed. While DES still anticipates that EMS training will be offered, an additional task would be the aggregation, and possible production of, Best Management Practices (BMPs). This is due to the emerging nature of the “on-ramp” tier of the reward-and-recognition program – this is currently thought to consist of organizations which would: a) be in good standing from a compliance perspective; b) commit to carry out one or more BMPs, which would make up parts of an EMS and result in some sort of environmental benefit; and c) commit to report to DES on the results of their work. Assuming this general model goes forward, DES would have to have a library of BMPs for participants to use.

As the project evolved, it became clear that the project schedule needed to be adjusted. This has been done, and 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 through consultation between DES and EPA Region 1 staff, 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 July 17, 2007**

	<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	Draft has been presented, no response from DES management	Low
2	Website	Establish enhanced NHDES website resources for EMS-related information.	Oct. 1, 2006	Nov. 1, 2006, <b>update 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	Ongoing 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.	<b>First training delivered by Sept. 1, 2008</b>	<b>Training seminars completed by July 1, 2009</b>	Low at present, high 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	See 6.2, below	Medium
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

**Schedule of Major Project Tasks, revised July 17, 2007**

	<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Relative Effort</b>
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 6.1	Sept. 1, 2008	Ongoing throughout grant period	Low
8.1	NH Environmental Sagamore 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. Current working title "NH Environmental Sagamore Program." (NH Sagamore). Design to include entry & exit criteria.	Start Oct. 1, 2006	November 1, 2007	High
8.2	Sagamore Support	a) Obtain final NHDES management approval to implement NH Sagamore. b) Write initial program "manual" c) Propose legislation	a) Nov. 1, 2007 b) Feb. 1, 2008 c) Jan. 1, 2008	Legislation, possibly modeled on NH RSA 125:C-6a in 2008 session	High
8.3	Sagamore 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**

N/A for this period.

**Section #7 – Quality Assurance**

No data issues were worked on during the reporting period.