

US EPA ARCHIVE DOCUMENT



The State of New Hampshire  
*Department of Environmental Services*



**Thomas S. Burack**  
Commissioner

November 9, 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 fifth 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 July 1, 2007 to September 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 November 2007**

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**FFY 2006-7 STATE INNOVATION GRANT PROGRESS REPORT**  
**For the Period: (7/1/07 – 9/30/07)**

**November 2007**

**INTRODUCTION**

This quarterly progress report (for the time period 7/1/07 – 9/30/07), 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 program design for the proposed NH equivalent of Performance Track and a “lower” level program tier, and general program outreach. More detailed information is in Section 2, below.

**Section #2 – Accomplishments/Problems**

During the reporting period, DES activities held seven separate stakeholder meetings. (June 4, 6, 7, 8; July 2; Aug. 23; Sept. 17 and 30.) Most of these were meetings of smaller subcommittees (work groups) to look into specific aspects of the overall program. The full stakeholder group, now referred to as the “steering committee” met for the second time in Sept. 17, and endorsed the implementation of the first tier of DES’s reward and recognition program, an “on-ramp” tier especially designed for small businesses titled “Aspiring leaders.”

On other aspects of the program, a meeting was held with the University of New Hampshire’s business school to begin to see how sustainability issues, likely focusing on triple-bottom-line accounting, might fit into the MBA curriculum (Task 5). A meeting was held with the NH Small Business Development Center to see how DES might be able to augment their existing efforts to improve management skills in the small business sector. (Task 6). General program outreach continues and meets a positive response. Of special note would be presentations and following discussion at the NH Business and Industry Association and at the Environmental Law Section of the NH Bar Association, both on Sept. 19. As a result of these efforts, around six firms are ready to sign up to the Aspiring leaders program, which we hope to formally kick off in November 2007. Preparation of updated website material to support this November start-up was a focus of effort as the reporting period ended. Also of note is an offer from the PEER Center at UMass Lowell to provide a one-day seminar on environmental management systems to state government employees, now scheduled for January 14, 2008.

On the “challenges” side of the ledger, we must report that DES management seems to have no interest in updating DES’s existing “EMS” policy (Task 1). Staff will continue to pursue the matter, but do not feel that this needs to be high priority, nor that management can be forced into action.

Also, we should report that DES management is now of the opinion that no NH legislation is called for to implement DES’s reward and recognition, as we previously had thought. Program design and implementation will continue regardless.

The currently-envisioned project schedule 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, 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 October 31, 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	Original version completed Nov. 1, 2006, revised version expected Dec. 1, 2007, (changed from previous Nov. 1, 2007)	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.	First training delivered by Jan. 30, 2008	Training seminars completed by July 1, 2009	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	Completed, action to be taken through existing SBDC training curriculum.	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 October 31, 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 7.1	Sept. 1, 2008	Ongoing throughout grant period	Low
8.1	NH Environmental Leadership (ELI) program 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. Design to include entry & exit criteria.	Start Oct. 1, 2006	November 1, 2007 for first tier,  April 1, 2008 for second (equiv. to PTrack.) tier.	High
8.2	ELI Support	a) Obtain final NHDES management approval to implement NH Sagamore. b) Write initial program "manual" c) Propose legislation	a) Nov. 1, 2007 b) Sept. 1, 2007 c) Jan. 1, 2008	a) Sept. 2007, personal communication b) ongoing c) now N/A	High
83	ELI 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.