

US EPA ARCHIVE DOCUMENT

**Virginia Environmental Results Program for USTs**  
**Assistance Agreement No. EI-97340101-0**  
**10<sup>th</sup> Quarterly Report**  
**December 2008 – February 2009**

### **Synopsis of Accomplishments During the Reporting Period**

Contracting timeliness remains an ongoing issue. **We are currently seeking an extension of the grant period with Marie Holman, EPA-R3 Grant Administrator until 6/1/2011.** Some \$90,000 remains uncommitted and will be used to: properly complete the existing TurboTank online software tool after the Pilot Project ends (post Pilot refinements); incorporate the Energy Policy Act of 2005 UST secondary containment requirements that will take effect by regulation in VA in late 2009; make the TurboTank system more robust to accommodate an Operator Training function; and, provide better interfacing with the VA-DEQ CEDs UST compliance tracking computer systems and create screens for real time TurboTank data reviews.

The first phase of the online software development and roll-out is approaching completeness. Ongoing meetings with key participants have better refined the project scope and the planned interfacing of the online UST ERP tool with existing DEQ database platforms and programs.

Statistical contract staff are working to refine and correlate where possible the EBPIs with other ERP states.

On January 14th, 2009 we held the final TAC Meeting for UST regulation development for the Operator Training portion of the Energy Act of 2005 which included some discussion and outreach of the UST ERP online tool development. Much more outreach to the selected UST facility owners will occur as the baseline inspections start up into March – May 2009.

### **Narrative Discussion**

Key meetings with DEQ-Office of Information Systems staff have helped to refine the project approach and interfacing of the ERP tool with the DEQ-GIS-VCU-hosted tool and with other software platform integrations.

In-house and VCU statistics faculty have been consulted and are included in the next phase for metrics and EBPI development for the QAPP revision project. EBPIs will be in concert with Vermont's ERP EBPIs for USTs in an effort to more effectively compare outcomes.

As a quick review of the project status, the UST database was randomly sampled for the approximately 100 selected ERP facilities with the 20 UST facility type categories (e.g. airline, gas station, commercial, utility, etc.) being used and samples weighted based on the total active facilities existing within each type. A broad spectrum of owners and facility types are included. The associated UST owners and their association representatives were contacted to begin the process of encouraging them to volunteer for participation in the ERP project. DEQ inspection staff and facility owners will make up the key stakeholders for this pilot project. Due to contracting delays with development of the

online tool the actual initial UST facility inspections are planned to occur during the spring (March-May) 2009 with the online ERP TurboTank tool becoming available at the same time.

**Project Tasks and Milestones  
(Reflecting Accomplishments for this Quarter, and Projection of Activities and Major Expenditures for Next Quarter Report)**

The following is a listing of project tasks, descriptions, milestones, timelines as well as status.

**Table 1: Schedule of Major Project Tasks**

This project's major tasks and timeline are outlined in the table below.

Task	Task Description	Start Date	End Date	Milestone/Status
Stakeholder Outreach	Initial and ongoing outreach to internal and external stakeholders (including Pilot Project facilities) about the project.	6/1/06	6/1/09	Set up mailing list; letters; emails/phone; Ongoing effort
Goals identification	Finalize the goals of this project, upon which metrics will be based.	6/1/06	7/15/07	Provide EPA list of goals
Develop Logic Model	Develop a finalized logic model with stakeholder involvement. Logic model can assist in development of metrics and data measurement needs.	7/15/06	10/1/06	Provide refined logic model
Measures identification	Development of final metrics to be tracked by this pilot project.	7/15/06	8/1/07	Include metrics in final QAPP; VCU Contractor evaluating
Request for Proposals (RFP) for Contractor	Develop Request for Proposal (RFP) for CD-ROM/Online UST ERP Self-Certification Workbook development and retain contractor.	8/1/06	6/1/09 ongoing/revised scopes of work	Provide copy of final agreement to EPA; Provided upon request
Quarterly Reports	Provide EPA with quarterly progress.	10/1/06	6/1/09	Provide reports; Ongoing: Submit first Quarterly Report to EPA (10/06) (all others follow quarterly through 6/09); Ongoing
Contractor develops Beta version of CD-ROM/Online UST ERP	VA-DEQ with stakeholder input advises and reviews development of Beta version of CD-ROM/Online UST ERP Self-Certification Workbook.	3/1/08	10/1/08-extensions to 8/1/09	Ongoing based on delays
UST Pilot Program Facility identification	Determine the exact characteristics of pilot facilities to be targeted, and compile a random list of 100 facilities from reliable sources. Selected participants in Pilot Program - major oil, state, federal facilities, etc.	8/1/06	1/1/08	Provide list; List Provided—List may be revised “randomly” based on other factors as agreed by EPA
Statistical methodology (included in QAPP)	Development of a statistical methodology to drive performance measurement and analytical tasks.	8/1/06	8/1/09	Develop statistical methods report; VCU contractor

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Data input & management	Development and implementation of an approach to cost-effectively inputting and managing ERP data, including primary and secondary data (linking VA-CEDs UST registration database and screens for ERP use/display investigated). Primary data consists of data from audit inspection reports and facility forms (including self-certification forms). Secondary data sources include percentages of compliance under the existing onsite inspections system; Analysis of the percentage of compliance of the Pilot Program facilities prior to ERP and after self certification.	12/1/07	8/1/09	Review efficacy of data measurement tools; VCU Contractor
QAPP finalization & approval	Finalize QAPP based upon results of the measures identification, statistical methodology, and data management tasks. Primary data collection will not occur before relevant parts of the QAPP are finalized and approved by EPA.	8/1/06	8/1/09	Provide final QAPP report to EPA (awaits VCU input under contract—will be delayed)
Baseline onsite inspections	DEQ inspections conducted at Pilot Program facilities to establish a performance baseline. Facilities selected at random from the entire targeted Pilot Program population, based upon sample design from statistical methodology. NOTE: Any UST violations noted at any ERP stage (and any Return to Compliance Plan) will be handled as would any other facility violation under the VA-DEQ Agency Enforcement Compliance Manual (2001) and applicable DEQ/program guidance memoranda.	7/1/08	05/15/09	Compile list of sites baseline-inspected; compare with DEQ UST Checklist results and send summary to EPA—delays have pushed inspections to March-May 2009
Workbook and Certification Form Finalization	Finalization of CD-ROM/Online UST ERP Self-Certification Workbook, outreach and assistance materials, web resources, and certification forms.	6/1/08	3/1/09	Provide final online workbook link to EPA; Decision Tree link provided
Facility assistance/Outreach	Delivery of compliance/technical/online- workbook assistance to pilot facilities/owners, which is expected to take the form of workbooks, fact sheets and/or teleconferences/workshops.	7/1/08	8/1/09	Provide list of pilot facilities assisted to EPA; Facility List sent to EPA

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Online Self-certifications performed by owners with deadline for completion	Implementation of a voluntary facility self-certification approach for up to 100 Pilot Program facilities owned by up to 20 entities. Self-certification refers to the submission of a legally binding record of a facility's compliance and beyond-compliance practices. (If statistical methods and staffing time permit, two cycles of testing the online ERP and onsite inspection follow-ups will be considered, e.g., 2 owners of ~10 facilities then 20 owners of ~100 facilities.)	10/1/08	3/1/09	Report status online use  Complete statistics and report issues/problems encountered
Analysis of Self-Certification Data	Analysis of Self-Certification data with primary purpose of identifying opportunities for selective follow-up (next step).	12/1/08	8/1/09	
Selective follow-up	Selective follow-up with self-certifying facilities, based upon analysis of self-certification data. Targeted follow-up may include phone calls, inspections and enforcement.	12/1/08	8/1/09	
Post-certification inspections	Inspections at facilities to establish whether sector performance measures (and other measures) have changed since the baseline. Inspection data also used to cross-check self-certification data at inspected facilities. Facilities selected at random from the entire targeted population, based upon sample design from statistical methodology.	12/1/08	8/1/09	Report on status and findings
Data analysis	Analysis of baseline, self-certification, and post-certification data to understand change in facility performance and overall outcomes of interest. Assessment of project efficiency.	4/1/09	8/1/09	
Preparation of Final Project Report	Draft and finalize final project report.	6/1/09	8/1/09	
Reporting to EPA	Reporting shall include quarterly, annual and final reports.	6/1/09	8/1/09	Final Report sent to EPA and Senior DEQ Management (8/1/09)

## Financial Report

To date, the only payments VADEQ has made is for the UST ERP “decision tree” development with VCU for \$32,914 plus \$149 in state VITA contractor fees. Additional committed expenditures include: Phase I development \$85,900 and Phase II \$43,000. Of the \$253,500 total \$161,963 has been committed with \$91,537 remaining.

<b>Budget Category</b>	<b>Approved Budget</b>	<b>Spent This Qtr</b>	<b>Cumulative To Date</b>
Personnel	0		0
Fringe	0		0
Travel	1,500		0
Operating Services	0		0
Supplies	2,000		0
Contractual	250,000		33,063
Equipment	0		0
<b>Total</b>	<b>253,500</b>		<b>33,063</b>
Less Op Svs & Sup	0		0
Indirect Costs	0		0
<b>Total</b>	<b>253,500</b>		<b>33,063</b>