



Congratulations! You're a
Brownfield Coordinator!

How to Transition Proof Your Program

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Purpose

- To make easy transition when staff turns over
- Retain good employees
- To retain data between transition
- Prevent frustration and high turnover rates



Manual

- o Each BF program should create a manual for the program
- o Write plain
 - o EPA “What is plain writing?” Guideline
<http://epa.gov/plainwriting/what.html>
- o Our “TRP Program Manual“

Data Sharing

- o Determine the types of data used in your organization
- o Passwords to all accounts
- o Do not use personal email as work email; have a single work email
- o Contacts (email, agency, number, date of last interaction)
- o Administrators and office manager contacts
- o Maintain all quarterly reports, funding requests, workplans, budget
- o Internal organizational structure



Equipment Inventory

- o Written inventory of equipment
- o Label items “Property of Brownfield Program”, “Check In/Out”
- o For equipment tracking
 - o GPS
 - o Software
 - o Computer
 - o Cameras

Tribal Capacity

- o 101 Brownfield
- o ADEC Brownfield Handbook
- o Online Self-Study
- o Outreach and Education
- o ASTM
- o Hazardous Waste and Storage (prevent future Brownfields)

Create a training program

- o New employees can take online courses
- o Landownership Issues
- o Give suggestion of online courses
- o Designate Brownfield personnel as emergency response in community (if interested)
- o BF personnel could be oil spill response
- o Reach out to other federal agencies to come to your community (sometimes they only need a request)



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Questions/Comments?