Congratulations! You’re a Brownfield Coordinator!
How to Transition Proof Your Program

Edda Mutter
&
Kimberly Smith
Purpose

- To make easy transition when staff turns over
- Retain good employees
- To retain data between transition
- Prevent frustration and high turnover rates
Each BF program should create a manual for the program
Write plain
Our “TRP Program Manual“
Data Sharing

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

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

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

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