

#### Congratulations! You're a Brownfield Coordinator!

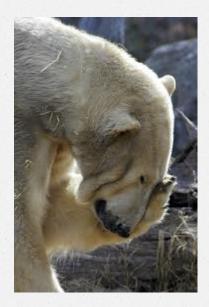
# How to Transition Proof Your Program

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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

- Each BF program should create a manual for the program
- Write plain

EPA "What is plain writing?" Guideline

http://epa.gov/plainwriting/what.html

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 workplans, budget
- Internal organizational structure

# **Equipment Inventory**

- Written inventory of equipment
- Label items "Property of Brownfield Program", "Check In/Out"
- For equipment tracking

  - 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)
- Ø BF personnel could be oil spill response
- Reach out to other federal agencies to come to your community (sometimes they only need a request)

