

A G E N D A
MEETING OF THE CMA EXECUTIVE COMMITTEE
4:00 p.m., Wednesday, June 6, 1979
The Greenbrier (Buchanan Room)
White Sulphur Springs, West Virginia

TAB

4:00 p.m.	1. Call to Order -- Chairman Henske	
4:01-4:02	2. Minutes of Last Meeting -- B. M. Barackman	1
4:02-4:03	3. Financial Report -- G. C. Herrman	2
4:03-5:00	4. Hazardous Wastes Response Center - Operating Procedures -- J. F. Byrd and S. A. Miller	3
5:00-5:15	5. New Business	
5:15	6. Adjournment	

MINUTES OF MEETING
CMA EXECUTIVE COMMITTEE
The Greenbrier, White Sulphur Springs, West Virginia
June 6, 1979

1. The meeting was called to order at 4:00 p.m. by the chairman.
There were present:

John M. Henske, Chairman	
J. Earl Burrell	Paul F. Oreffice
Edward Donley	Robert A. Roland
Richard J. Hughes	Jack B. St. Clair
W. C. Krumrei	William G. Simeral
Duncan J. MacLennan	A. B. Trowbridge

Bruce M. Barackman, Secretary
Edmund B. Frost, General Counsel
Gary C. Herrman, Treasurer

By Invitation:

- * J. F. Byrd, The Procter & Gamble Company
- * E. W. Callahan, Allied Chemical Corporation
- * Geraldine V. Cox, CMA
- Louis Fernandez, Monsanto Company
- S. L. Goldstein, Olin Corporation
- Vincent L. Gregory, Rohm and Haas Company
- * Scot A. Miller, CMA
- H. Barclay Morley, Stauffer Chemical Company
- E. R. Pollak (SOCMA), Olin Corporation
- * James N. Sites, CMA
- * William M. Stover, CMA

*part time

2. Minutes of the May 8, 1979, Meeting The minutes of the
May 8, 1979 Executive Committee meeting, as distributed, were approved.

3. Financial Report Mr. Herrman reported preliminary year-end results somewhat better than had been projected. We have finished the year with a deficit of about \$700,000. This results from revenues of \$4,750,000 which were \$225,000 more than was incorporated in the original budget. Actual expenses ran to \$5,450,000 which is approximately \$50,000 less than budgeted. Year-end reserves will be about \$1.5 million which represents 30% of next fiscal year's general operating expenses. The final statement, together with an analysis of it, will be forwarded as soon as it is completed.

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4. International Inter-Association Coordination Mr. Henske presented a proposal to form a joint CMA/SOCMA task force to examine the issues and objectives, and establish priorities to further international inter-association cooperation in regard to world-wide toxic, hazardous substances and other chemical regulations. The first priority would be the European area working with the European Council of Chemical Manufacturers' Federations (CEFIC).

It was suggested that the SOCMA representatives on the team be from companies who are members of CMA.

During discussion, the basic purpose of the task force was described as one of communicating. Concern was expressed that the role of the task force be defined carefully and procedures established to ensure that all activities pursued were in conformance with U.S. law.

Mr. Henske's proposal was approved. Mr. Roland was requested to coordinate with Mr. Lang and report the proposed task force objectives for Executive Committee review.

5. National Hazardous Wastes Response Center (NHWRC)
Mr. Callahan introduced the subject with the following general remarks based on the field experience of the New Jersey CIC in the decontamination of the site in Elizabeth:

- Should proceed slowly and cautiously during the pilot phase.
- Industry experience with decontamination of land fills on company property where technical understanding of disposed materials exists, is not the same as decontamination of abandoned sites where contents of drums are unknown.
- The persons needed to guide the early development of the NHWRC teams and protocols are experienced solid waste control people in each company with adequate knowledge of toxics, RCRA regulations, decontamination techniques, and possessing a general understanding of safety and hygiene. These are prized key people also sorely needed by their companies. The competition for these scarce talents must be carefully considered.

Mr. Byrd then made a slide presentation, Exhibit A, setting forth the concept of the NHWRC.

During the resulting discussion --

- The need for a good set of guidelines on how to proceed at a disposal site was emphasized.

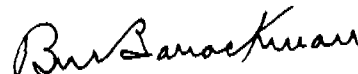
- Mr. Frost described various approaches to avoid or limit legal liability, concluding that the risks are believed to be manageable.
- Concern was expressed that training and protocols be properly prepared.
- Mr. Callahan summarized the personnel requirements for the pilot program, requesting 15 generalists of top quality who would be graduate engineers and professional environmentalists, possessing the qualifications described in his opening remarks. They would be of team leader calibre. This would require company commitments to supply the people for a six-month period during which time 50% of each individual's time would be devoted to the pilot program. This would permit three core teams of five men each to visit selected wastes disposal sites, test various premises, then come back and discuss options on the basis of their field experience.

Following further discussion, the Executive Committee authorized the EMC to form a Task Group, proceed with the pilot program with advice of General Counsel, discuss cooperation with EPA, schedule visits to at least three selected sites over the next six months, review the resulting reports, and recommend further action for consideration of the Executive Committee.

Messrs. Henske, Krumrei and Roland were requested to advise Mr. Costle of the initiation of the pilot program which could lead to the establishment at CMA of a National Hazardous Wastes Response Center. A press statement will be prepared in advance for release as appropriate.

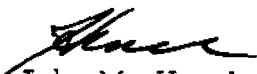
6. New Business Mr. Henske invited attention to the significant accomplishments of CMA over the past year in its new role of advocacy, and recommended that a resolution be passed thanking and commending the chairmen of the technical and functional committees for their great contribution to this effort. The resolution was approved.

7. Association Activities Most of the staff were excused and the meeting was concluded with an executive session during which staff personnel matters were discussed.



Bruce M. Barackman
Secretary

Certified correct:



John M. Henske, Chairman
CMA Executive Committee

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NATIONAL HAZARDOUS WASTE RESPONSE CENTER

A bold action to put chemical industry resources at disposal of government agencies -- a socially responsive action by a concerned industry.

- Objectives:
- (a) Limited (pilot) program to bring to bear chemical industry expertise in assessing "failing" hazardous waste sites and recommend how government agencies may develop their own solutions to problem
 - (b) Fine tune procedures & evaluate cost benefits and contributions to common good
 - (c) We do not want to promise more than we can deliver

Scope of Program - Who is Eligible for Help from CMA

Only state or federal governmental authorities having legal responsibilities for administering states hazardous waste program if government authority -

- (a) has legal access or control of site
- (b) agrees to hold CMA & participants free of claims of owner, operator, etc.
- (c) specifically requests in writing assistance from NHWRC

Ineligible Groups

Program directly not available to -

- (a) individual citizens
- (b) private & publicly owned companies
(including CMA members)
- (c) private organizations
- (d) local government units
- (e) enforcement authorities

However, all of above will be encouraged to go through the authorized state agencies to ask NHWRC for assistance.

Facility Eligibility Requirements

- (a) Facility must contain significant amounts of chemical waste
- (b) Wastes must at present pose or be likely in future to pose an unreasonable risk to human health or the environment
- (c) Must be a "failing" site

Ineligible Facilities

- (a) Under control of private firms taking remedial actions
- (b) Engaged in litigations (CMA legal council to make judgement calls on this factor, there may be many exceptions)

General Types of Activities Performed by NHWRC

Provide advisory services, technical assessment, evaluation, & identification of appropriate initiatives relative to managing a specific hazardous waste disposal site -- no charge basis.

Services may include but not limited to -

- (a) Assess problems associated with specific chemical waste present
- (b) Identify wastes by supplying agency with chemical & process knowledge
- (c) Visual inspection of facilities & records
- (d) Other appropriate action

Prohibited Activities of NHWRC

NHWRC will not -

- (a) Provide analytical & physical testing
- (b) Take samples
- (c) Perform any monitoring at the facility
- (d) Compile detailed inventory of wastes at the facility (site)

Note: As our program evolves, we may take exception in special cases to some of the above prohibitions.

Organization of Response Center

A - National Hazardous Waste Response Center (NHWRC)

- (a) Serve as communication center for receiving & processing requests for assistance
- (b) Activate Advisory Response Team (ART) as appropriate
- (c) Collection, review, information & issue final report to authorities
- (d) Manage activities resulting from request for assistance
- (e) Located in D.C. at Headquarters of CMA & staffed by CMA personnel

B - Advisory Response Team (ART) -

The technical people -- the heart and soul of the entire program -- go into field and evaluate situation and render advice to regulatory people. Each team made up of people from different companies.

- (a) The field personnel who will inspect facilities and provide scientific and technical assistance
- (b) Will be drawn from appropriate member company locations
- (c) ART composed of personnel contributed by participating CMA member companies and includes a CMA staff representative
- (c) Composed of disciplines to meet needs of problems. Participating member companies shall provide list of specialists in any of these fields -- engineering, geology, biology, chemistry, industrial hygiene, toxicity, environmental science, physics, industrial safety.
- (e) Formed by staff and remain intact during pilot program
- (f) Participating member companies to indicate leadership capabilities of individuals on list as candidates for team leader

C - Team Leader (TL) of ART's -

Key man on the team -- a leader and manager experienced in environmental control

When activated - TL has responsibility for:

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- (b) Coordinating ART activity with NHWRC
- (c) Directing ART efforts
- (d) Safety of his team
- (e) Preparing and submitting final report

Operational Phases

I. Phase I - Notification

- (a) Requests from government authorities in writing directed to NHWRC
- (b) NHWRC acknowledges request and will secure from government authority a completed form -- "Technical Assistance Request" - TAR

II. Phase II - - Evaluation of Request (by NHWRC)

- (a) Review available information from requesting agency - eligible?
- (b) If information inadequate for decision, will gather additional information
- (c) Reach decision to accept or reject

III. Phase III - Activation

- (a) If evaluation negative, NHWRC promptly notifies government authority
- (b) If evaluation positive, NHWRC promptly selects team leader (TL)
- (c) TL then activates his team (ART)
- (d) NHWRC notifies government authority of TL and ART
- (e) NHWRC secures from government authority legal memo of understanding

IV. Phase IV - Facility Inspection

- (a) After activation, the TL assembles ART and schedules with government authority a field inspection
- (b) No inspection without memo of understanding. (None may be exceptions -- New Jersey did not sign release with New Jersey Chemical Industry Council (CIC))

V. Phase V - Information Collection

Under direction of TL, the ART where appropriate may --

- (a) Examine all available records
- (b) Observe facility content and condition
- (c) Examine facility construction features
- (d) Observe site drainage patterns
- (e) Observe groundwater, surface water, population center, air quality
- (f) Interview operating people, regulating personnel, neighbors, etc.
- (g) Use additional sources of information

VI. Phase VI - Documentation and Report Preparation

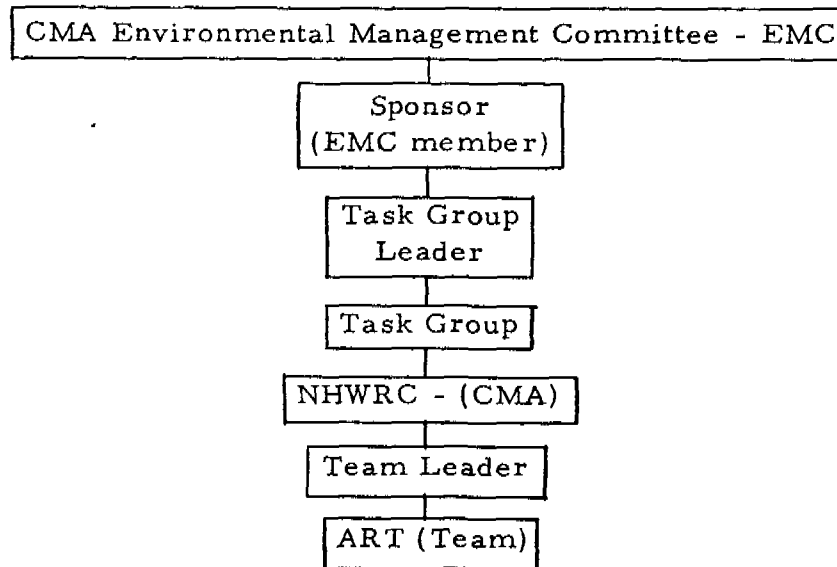
- (a) Report to NHWRC in 30 days of completion of phase 5
- (b) Report to consist of
 - (1) Background information
 - (2) Summing of activities
 - (3) Problem analysis
 - (4) Conclusions and alternate courses of action - identify techniques procedures which worked well in past alleviating similar problems; methodology for establishing alternate solutions; identify available consultants to initiate solution
 - (5) Report will not recommend specific engineering solutions to problems

VII. Phase VII - Issuance of Report

- (a) ART to submit report to NHWRC to be reviewed and critiqued by task group
- (b) If NHWRC deems appropriate, issue report as an "advice to requesting authority"
- (c) If report not appropriate, shall notify in writing requesting authority

Program Assessment

NHWRC assisted by EMC Task Group to evaluate effectiveness of program and develop recommendations for future action.



MEMORANDUM

On July 17, 1979, at CMA Headquarters, the "old" Executive Committee members (1978-79) met with CMA staff executives. Purpose of the meeting was to review progress in the light of assignments and objectives identified at the beginning of the past fiscal year, June 1, 1978; the present structure of CMA and implementation of reorganization; perceived needs, present and future.

On August 15, 1979, at CMA Headquarters, CMA Committee Chairmen met with Department Directors. Purpose of the meeting was to review priorities, exchange views, and improve communications and effectiveness of operations.

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