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TO: R. D. Gamblin

FROM: T. G. Grumbles

DATE: March 20, 1991

SUBJ: BOARD ENVIRONMENTAL PRESENTATIONS

Interoffice
Communication

VISTA

Below are recommended items and timing for environmental briefings for the Board. The items below assume a significant degree of detail is acceptable and 1-1½ hours was available for the presentations. The timing suggestions are based on the current periodicity of data generation for some items (i.e. SARA 313) and the timeliness or potential for activity to have occurred for other items (i.e. audits).

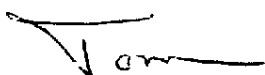
General Timing: 1) Every 6 months
2) Each six months the presentation would include all items in List I below and half of the items in List II

List I: 1) Legislative trends/update
2) New regulations proposed and/or finalized and impact (detail would differ with stage of rulemaking)
3) Major audit items discovered and responses
4) Status of specific environmental projects (i.e. Superfund or groundwater)

List II: 1) Capital expenditure review and forecast
2) Manpower/related resources review and forecast
3) SARA 313 Emission Reports
4) CMA solid waste survey results/waste minimization progress
5) Responsible Care Progress/Issues

The combination and timing of elements on the agenda would be dictated by the time of year. For example SARA 313 and forecasts would probably be in late July/August time period.

After we discuss and agree upon items, a synopsis of each item and specific groupings can be prepared for a proposal to the seniors or others involved in the decision. Additionally, we should consider safety and health reviews as well. If you want I can provide suggestions for agenda items for this as well.



T. G. Grumbles

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