

ITRC Board of Advisors Summer Meeting
July 25-26, 2022
Narragansett, Rhode Island – EPA Lab

In-Person Attendees: **Claudio Sorrentino, Sara Pearson, Jeremy Musson, David Tsao, David Asiello, Randy Chapman, Rebecca Higgins, Lisa Matthews, Samuel Iwenofu, Melinda McClanahan, Stephanie Lewis, Ben Grumbles** (*guest*)

Virtual attendees: **Sandra Snyder, Dan Waddill, Kim Brown, Heidi Durako, Amy Walker, Poppy Harrover, Karen Skubal, Thomas Holdsworth, Evan Madden** (*staff*)

Staff: Patty Reyes, Devin Seckar, Nicole Henderson
***ITRC Voting Board members are in bold**

Monday, July 25, 2022

Welcome & Agenda Overview

- Discussion: **Randy Chapman** opened the meeting and welcomed the attendees.

Approve June Minutes

- **Vote:** The Board reviewed the minutes and made no changes. **Claudio Sorrentino** motioned to approve the minutes. **Rebecca Higgins** seconded. The June minutes were accepted unanimously.
- **Action:** The June 2022 Board minutes will be posted to the ITRC website.

Current Team Overview

- **Discussion:** **Claudio** presented PowerPoint slides for a review of ITRC's current teams, specifically reviewing team composition and size, challenges for Team Leaders, and his criteria for selecting new teams. Key messages included state member participation, team leader challenges, program advisor support, and team size. In July 2022, Claudio conducted a brief survey of the current Team Leaders to get their input. Data from the survey is highlighted in the slides. Claudio highlighted some of the challenges that team leaders face including science evolving too fast, many members and few workers, keeping team members engaged, and the constant change/improvement of online collaboration tools.
- The Board opened discussion of the criteria for selecting new teams and the challenges associated with the selection process. The Board shared ideas on how to increase Team Leaders. **Rebecca** asked about considering an official Team Leader training certificate program that allows ITRC to have a universal built-in group of trained Team Leaders. **Claudio** stated that there may be an opportunity to integrate leadership training into state training programs. Sara Pearson added that having a leadership program with certificates could be beneficial for state employees to build their managerial skills and could be a sell to states. Board members liked the idea but stated many challenges in implementing this idea, including the hurdle of staff retention.

- **Action:** In the future ITRC will need to do additional outreach to reach a broader audience for Team Leaders and will need to seek support from ECOS.

Early Career Professionals (ECP) Status Update

- **Discussion:** Evan Madden provided PowerPoint slides for a review of the ECP program, which currently is a 60/40 split of IAP and State members. Evan stated that about one-third of people joining the ECP Program are new to ITRC and not on a team. Rebecca offered that a future opportunity would be to make the ECP a certificate program. Evan gave a brief overview that the mentor/mentee aspect of the program will be starting soon. Claudio inquired about whether there would be training for the mentors. Patty asked if the Board supports the ECP program as presented. The Board provided support to continue the ECP program as currently structured.

FY22 Budget Status & Proposed FY23 Budget

- **Discussion:** Patty presented PowerPoint slides to provide an update on the approved ITRC FY2022 and the proposed FY2023 budget. Patty stated that travel costs are going up, which is reflected in the FY2023 proposed budget. The FY2023 proposed budget covers three standard 2-year teams. The Board discussed the challenges of preparing a budget on future teams and how the timing of starting a team impacts the budget. The Board discussed that the ranking discussion may need to include a dynamic ranking that allows teams to start once strong Team Leaders are identified. Ideas include staggering team start dates and outreach to secure non-remediation staff.

2023 Project Proposal Rankings Discussion & Vote

- The Board carefully reviewed the individual rankings submitted by the various ITRC groups and held discussions on each proposal. After a full Board discussion, the following team proposal rankings were proposed for voting. For the five team proposals, Randy asked for a motion to accept the rankings of the proposals as listed in the ranking chart. Claudio motioned. Stephanie seconded. The Board voted. This vote indicated that ITRC will start two teams in January 2023 and two teams in July 2023, with the option to add the Carbon Emissions proposal when ready. DOE indicated that funding could not be used to support Mining Waste or Tire Chemicals.

2023 Proposal	ITRC
Tire Chemicals of Emerging Concern: Use and Fate of Tire Anti-Degradants	1
Remediation of Contaminant Mass in Low Permeability and Heterogeneous Matrices	2
Reuse of Solid Mining Waste	3
Passive Sampling 20 Years In: What We Have Learned and How Can We Increase Industry Adoption	4
Evaluation of Carbon Emissions and Other Impacts and Benefits of Remedial Actions	5

- With Board agreement, the Microplastics Team was committed to moving forward as an extension and are given another 15 months (end by June 2024). The team will need to build this into their current work plan schedule to identify the exact end date.
- Randy asked for a vote that the Microplastics team is considered an extension of the existing team. The team will end in June 2024. Melinda made the motion; Rebecca seconded. The Board voted.

Enhancing Natural Rock Weathering Reactions as a Carbon Dioxide Reduction Strategy

- With Board agreement, this proposal is too research oriented and will not be considered for this proposal round.
- Randy asked for a vote that the Enhancing Natural Rock Weathering Reactions as a Carbon Dioxide Reduction Strategy is not ready for team consideration. Claudio motioned; Melinda seconded. The Board voted.

Evaluation of Carbon Emissions and Other Impacts and Benefits of Remedial Actions

- The Board held a long discussion on this proposal topic and options for moving forward. Many Board members and agencies were interested in seeing a team on carbon emissions, but that the proposal was not complete at this time. The Board decided to allow additional research and information to be added to the proposal and will deliver the results of the research and revised proposal during the September ITRC Board Meeting.

Passive Sampling 20 Years In: What We Have Learned and How Can We Increase Industry Adoption

- This team will start with a potential start date of July 2023 as an 18-month update team. This team will need to secure two team leaders and adjust the proposal to indicate that it is an update to existing ITRC documents.

Remediation of Contaminant Mass in Low Permeability and Heterogeneous Matrices

- This team will start January 2023 as a 24-month team. This team will need to secure two team leaders.

Tire Chemicals of Emerging Concern: Use and Fate of Tire Anti-Degradants

- This team will start January 2023 as an 18-month team. This team has two leaders identified and should be confirmed. There was discussion that the Program Advisor could be an ITRC staff person.

Reuse of Solid Mining Waste

- This team proposal needs additional research. There is interest in this team with a potential start date of July 2023 and as an 18-month team to focus on fact sheets.

ITRC Staff/Contractor Support

- **Discussion:** Patty Reyes led a closed discussion about ITRC staff and contractor support. The Board discussed the need to have succession planning in place.

Adjourn Day 1

Tuesday, July 26, 2022

Document Update Status

- **Discussion:** David Tsao provided PowerPoint slides to discuss the current Document Update Standard Operating Procedure and Process to the Board. David explained that ITRC generally uses Google analytics to gather data on highly visited guidance documents and google scholar to gather new information/sources to update the documents. David suggested the Board discuss some of the criteria for what would constitute a minor versus a major change to a document.
- **Discussion:** Samuel Iwenofu reviewed recent changes to the document update process (1,4-Dioxane, ASCT, and OIS-ISRP). Jeremy Musson noted that ITRC needs to find a way to efficiently update documents to stay relevant among competitors. The Board discussed the need to come to consensus on how to proceed with documents being out of date. One suggestion is that ITRC completes a streamlined internal review for an update to a document. If that cannot be accomplished, the update would require a full team to be formed so that the document will go through the formal ITRC external review.
 - 1,4-Dioxane: The Board provided support for 1,4 Dioxane minor dissenting comments being added to the document as an Appendix. Randy motioned; Claudio seconded the motion. The Board voted.
 - ASCT: The Board preferred to hold on creating a drone fact sheet or appendix to this document and would rather support a Drone proposal and team.
 - In Situ Optimization (OIS-ISRP): ITRC was notified of an update needed to the document. ITRC staff reached out to team contacts to get consensus and update the figure. ITRC will add an errata sheet to this document to note changes.
- **Action:** Any ITRC document that is updated will include a continuous errata sheet to note changes since publication.
- **Vote:** The Board discussed that while ITRC is a consensus-based organization, but that a lack of dissent is not consensus, it should be documented that a lack of responses is an affirmative to the product moving forward. Rebecca asked for a motion to put a statement in writing about how lack of responses will be accepted as an affirmative. Claudio motioned. Randy seconded the motion. The Board voted.
- **Action:** The Board discussed a preference to streamline communication to Board members. ITRC staff will send out the external review emails instead of Program Advisors.
- David Tsao will take the action to investigate the process with the University Consortium and the opportunity to use graduate students that are experts in specific fields to work through updating ITRC documents.
- **ACTION:** Add Document Update report out to the September Board Agenda for David Tsao.

Board Member Expectations

- **Discussion:** Patty shared challenges of the ITRC Director using the slides in the PowerPoint presentation. Some of the challenges highlighted on the slide have been discussed



throughout the Board meeting. The Board participated in an activity to identify motivation for being a Board member, as well as sharing expectations of each Board position. The Board held a discussion about understanding the function of the Board roles and the expectations. The discussion generated several activities by Board position that will need to be added into the description of the Board positions.

- **Action:** ITRC will include a discussion on Outreach Events and Value to the August Board meeting agenda and continue the discussion on which conferences ITRC should attend and support.

ITRC Stakeholders – Roles & Recruitment

- **Discussion:** Melinda provided an overview of the status of Stakeholders within ITRC, including a breakdown of members (Academic, Emeritus, Public, and Tribal). The Board brainstormed ideas on improving public and tribal member recruitment efforts. One option is to seek partnerships from the Tribal Colleges and Universities, including whether a grant was needed to get this involvement. Other discussion points included marketing at Tribal Conferences, using the EPA Tribal Science Council, and outreach to tribally owned companies. The Board discussed the membership and value of the stakeholders in ITRC and noted that the model is not working right now. The Board decided to eliminate the requirement to have public stakeholders on teams. If a team would like to recruit topic-specific stakeholders as needed, that is encouraged.
- **Action:** ITRC will improve marketing and outreach to attract tribal members to ITRC. This may include starting with outreach to the Tribal Universities.

ITRC POCs – Roles & Communications

- **Discussion:** Sandra Snyder provided an overview of the POC's using slides in the PowerPoint presentation. The Board discussed several elements of the POC Network. It was decided that the POC monthly call will only include Team Leaders and Program Advisors, as well as Board members as needed. These calls will focus on the POC needs. Patty stated that ITRC staff are available to update the marketing and outreach materials for POCs (ITRC Product List, Poster, ITRC Brochure, PowerPoint slides). The Board discussed POC transitions and supported three-year term limits for POCs.
- **Action:** The ITRC State Engagement Coordinator will investigate and propose a process and schedule for moving to 3-year term limits for POCs. Sandra and Matt will report to the Board in the fall.
- **Action:** ITRC will revisit the State Science Contact Network as possibly being added to team surveys and external review communications and supply an updated list to Sandra to assist with POC transitions.

IAP Update – Dues Discussion, Team Interest

- **Discussion:** David Tsao provided PowerPoint slides with an overview of the Industry Affiliates Program. Jeremy and David start their new three-year term 2022-2024. David stated that IAP represents about 50% of ITRC membership, including generally representing 50% of the team memberships as well. David proposed a change to the IAP due's structure;

the first since 2005. The Gold category is proposed to be any company over 10,000 employees. The categories will be proposed as follow:

2023 IAP Rates	
1-19	\$350.00
20-99	\$3,500.00
100-9,999	\$8,000.00
Gold (10,000+)	\$15,000.00
Platinum	\$25,000.00

- **Action:** David will send around a survey to IAPs about the new dues structure. David will report back to the Board in September.

DOD/DOE/EPA Partner Updates

- **Discussion:** David Asiello noted that DOD is on track for level funding, with a potential for increase. There have been quite a few DOD members involved with ITRC that have retired. David is attempting to get more people from DOD involved and engaged with ITRC.
- **Discussion:** Lisa Matthews is anticipating level EPA funding, with RCRA considering some funds towards ITRC. Office of Water expressed interest in Microplastics and the Tire Chemicals team. The science priorities for EPA and ERIS are cumulative impacts and equity and environmental issues – more community focused work.
- **Discussion:** Karen Skubal provided an update on DOE. DOE is close to releasing its PFAS roadmap and finalizing a PFAS assessment report. The Office of Environmental Management is setting up a groundwater management and closure program and is developing exit strategies for pump and treat systems. DOE anticipates level funding for ITRC, but is also trying to get funding for staff at the National Labs to participate in ITRC.
- **Action:** Patty will get Karen information on the ECOS federal facilities work being done for EM.

ITRC Training Update/Challenges

- **Discussion:** Sara Pearson provided PowerPoint slides to give an update on the ITRC training program and relevant challenges. The presentation included lessons learned from the training program and the need for teams to start talking about training when the team starts, not after the development of document deliverables (e.g., tech regs, factsheets, etc.). The Training Coordinator Board position will be up for membership at the end of 2022.

Claudio motioned to adjourn. Sara seconded. The Board voted.

Adjourn Day 2