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January 28, 1994

Dr. Jim Gallup, PE
Environmental Pollution Prevention Office
Agency for International Development
RD/ENR, Room 509, SA-18
Washington, DC 20523-1811

Re: Cooperative Agreement No. PCE-5559-A-00-3065-00
Project No. 938-5559
Quarterly Report October 1- December 31, 1993

Dear Jim:

This is the first quarterly report on the activities of the Water Environment Federation (WEF) under the above-captioned cooperative agreement. In this report, activities in each of the focus areas, Technical Assistance, Training, Information Dissemination, and Sustainability, covered in the Program Description (Attachment 2 to the Cooperative Agreement) are outlined and progress compared with the Project Implementation Plan that was included in WEF's cooperative agreement application.

For convenience, a copy of the Project Implementation Plan is provided here as Attachment 1, and a project status report provided as Attachment 2.

Accomplishments during the Reporting Period

According to the Project Implementation Plan, activities were anticipated in two areas, Technical Assistance and Sustainability, during the first quarter of the project. Some assistance has also been provided to the Clearinghouse (Information Dissemination). Activities and accomplishments are summarized below.

Technical Assistance

- o Volunteer assistance opportunities were publicized through WEF publications, press releases to other organizations, and activities during the WEF annual conference;
- o Approximately 500 telephone inquiries from prospective volunteers have been handled by WEF and 150 written commitments of interest received;



- o A WEF volunteer data form has been prepared, reviewed with the *Pro Bono* Assistance Coordinator, and is provided here as Attachment 3;
- o A WEF volunteer provided technical assistance in Chile between November 28 and December 10, 1993;
- o A WEF staff member participated in EP3 launch activities, a trade show, and outreach efforts in Tunisia, December 1-6, 1993.

Status - progress is in accordance with the timeline provided by the project implementation plan.

Information Dissemination

- o WEF has assisted in the preparation of responses to four inquiries received by the EP3 Clearinghouse;
- o WEF has provided copies of Federation technical manuals or other materials in response to two of those inquiries;
- o WEF has provided a full set of the 1993 issues of each of its journals and magazines to the EP3 Information Center in Tunisia.

Status - according to the Project Implementation Plan, no Information Dissemination activities were anticipated during the first quarter of the project.

Sustainability

- o WEF met with the Ministry of the Environment and Land Management in Tunisia in December 1993, and identified the appropriate agency and professional society for WEF liaison;
- o WEF is, wherever possible, aligning its International Program in support of EP3 goals. Under this International Program, WEF has developed a pilot project to decrease financial barriers to the participation of developing country professionals in the organization. The project is being implemented in four test countries, Argentina, Brazil, Egypt, and Poland for a period of two years. WEF believes that increasing its accessibility to developing country professionals will be route by which it can sustain EP3 achievements.

Status - work on one additional activity, building a database of developing country professionals, was not initiated during the first quarter, as originally anticipated in the Project Implementation Plan. It is now envisaged that the early focus in this area will be on organizational contacts, and that the data base will be developed as EP3 countries are identified.

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Other Activities

During the first quarter, WEF identified and hired its EP3 Project Director, who will start work on January 24, 1994. The immediate priority for the Project Director will be the development of a specific work plan for the remainder of year one and a conceptual work plan for years two and three of the project. The work plan will focus on specific goals and activities in the training and information dissemination areas. In accordance with the Project Implementation Plan, this plan will be delivered early in the second quarter (see below).

Project Expenditures

A draft summary of project expenditures during the first quarter is provided as Attachment 4 to this report.

WEF's next deliverable under this cooperative agreement will be the work plan described above. This will be delivered by February 23, 1994. It will be developed in close cooperation, with WEF's EP3 partners.

If you have any questions regarding this report, please do not hesitate to contact me.

Sincerely yours,



Eileen J. O'Neill
Director, International Program

Attachments

cc: G. Huden
J. Westfield
E. Marcotte
G. Kiney

ATTACHMENT 1

Water Environment Federation Environmental Pollution Prevention Project (EP3) Implementation Plan

No.	Goal/Activity	Start Date	End Date	FY 1994				FY 1995				FY1996				FY 1997				FY 1998			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Provide Technical Assistance	10/1/93	9/30/98																				
2	Access Existing WEF Database	10/1/93	6/30/94																				
3	Establish More Comprehensive Database	10/1/93	6/30/94																				
4	Access Comprehensive Database	3/30/94	9/30/98																				
5	Training	3/30/94	9/30/98																				
6	Plant Level	TBD	TBD																				
7	Industrial Category	TBD	TBD																				
8	Modify WEF Materials	12/30/94	6/30/98																				
9	Train-the-Trainer/Develop New Courses	TBD	TBD																				
10	U.S. Based Training	TBD	TBD																				
11	Industry/Regulator Workshop	TBD	TBD																				
12	Information Dissemination	3/30/94	9/30/98																				
13	Develop Newsletter	12/30/93	6/30/94																				
14	Sponsor Conferences	1996	1998																				
15	Manuals and Other Materials	3/30/94	6/30/98																				
16	Customize Public Education Materials	3/30/94	6/30/98																				
17	Sustainability	10/1/93	9/3/98																				
18	Develop Database of Local Professionals	10/1/93	6/30/94																				
19	Other Activities	10/1/93	9/30/98																				

Summary

Activity

GOALS	ACTIVITIES	STATUS/TIMING
<p><u>Technical Assistance</u></p> <p>1. Develop volunteer Database with 750 qualified volunteers 1994 1,250 qualified volunteers 1995 1,500 qualified volunteers 1996</p> <p>2. Respond to ongoing technical assistance needs</p>	<ul style="list-style-type: none"> o Publicize volunteer opportunities o Develop/distribute data forms o Set up database system o Establish database o Train prospective volunteers o Respond on an on-going basis 	<ul style="list-style-type: none"> o Ongoing - approx. 500 inquiries received o approx. 150 written commitments received o Draft form completed (distribute 2/94) o Database software identified o by 6/94 o Offer training session at 1994 annual conference o Volunteer provided for two-week assistance visit to Chile, Nov.-Dec., 1993 o Staff member provided for kick-off seminar in Tunisia, Dec., 1993
<p><u>Training</u></p> <p>1. Collaborate on development of training strategy</p>	<ul style="list-style-type: none"> o Participate in strategy development 	<ul style="list-style-type: none"> o Anticipate completion 2nd quarter

GOALS	ACTIVITIES	STATUS/TIMING
2. Participate in ongoing training	<ul style="list-style-type: none"> ○ Assist in development and execution of train-the-trainer session ○ Advocate participation of WEF MA representative 	<ul style="list-style-type: none"> ○ Train-the-trainer (Principles of Pollution Prevention) Planned for Washington, D. C. 4/94 - Consider repeating at 1994 annual conference
<p><u>Information Dissemination</u></p> <p>1. Assist in implementation of EP3 clearinghouse</p> <p>2. Collaborate on planning and development of EP3 newsletter</p> <p>3. Identify public education material needs</p>	<ul style="list-style-type: none"> ○ Coordinate WEF resources with U.S. and developing country EP3 offices ○ Assist in planing for information retrieval ○ Respond to Clearinghouse requests for information ○ Plan for collaborative newsletter ○ Produce newsletter ○ Assess need for/promote development of educational materials in French and Spanish 	<ul style="list-style-type: none"> ○ Initiate 2nd quarter and on-going ○ 2nd quarter ○ Responded to six requests 1st quarter, ongoing ○ 2nd quarter ○ 1994 (timing TBD) ○ TBD (likely 2nd and 3rd quarter)
<p><u>Sustainability</u></p> <p>Identify/contact local professional groups</p>	<p>Identify and contact Associations-in-Focus Country</p>	<p>Ongoing (Professional engineering group in Tunisia identified 12/93 - contact to be made 2nd quarter)</p>

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GOALS	ACTIVITIES	STATUS/TIMING
<p>2. Develop Data Base Developing Country Professionals</p>		<p>Initiate 1994 and ongoing</p>
<p>3. Coordinate WEF's International Program in support of EP3 goals</p>	<ul style="list-style-type: none"> o Increase access of developing country professionals to the Federation 	<ul style="list-style-type: none"> o Two-year pilot project with reduced dues in Argentina, Brazil, Egypt and Poland. Initiated 12/93

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ATTACHMENT 3

ENVIRONMENTAL POLLUTION PREVENTION PROJECT (EP3)
VOLUNTEER DATA SHEET
EP3 OFFICE - WATER ENVIRONMENT FEDERATION
601 WYTHE STREET
ALEXANDRIA, VIRGINIA 22314-1994
TEL (703) 684-2476 FAX (703) 684-2465

INSTRUCTIONS: On Page 1, fill in all items that apply to you. On Page 2, circle ALL numbers that apply to you. Please type or print in black ink. Attach your resume to this form. Mail to Water Environment Federation (see above).

NAME

Last _____
 First _____
 Middle _____

Sex (Circle) M F
 Title Mr. Ms. Dr. Other _____
 U.S. Citizen Y N
 If No, Permanent Resident Y N
 Citizenship _____
 Date of Birth _____
 Month / Date / Year

Check Present () or Last () Professional Affiliation
 Occupation: _____
 Position _____
 Department _____
 Company _____

OFFICE ADDRESS

Street _____

 City _____
 State/Province _____
 Country _____
 ZIP/Postal Code _____
 Telephone No. () Fax No. ()
 E Mail _____

HOME ADDRESS

Street _____

 City _____
 State/Province _____
 Country _____
 ZIP/Postal Code _____
 Telephone No. () Fax No. ()
 E Mail Home _____ Office _____

Should EP3 correspondence be addressed to your home or to your office?

Professional Licenses and Memberships: _____

EDUCATION AND TRAINING

University	Degree/Year
_____	_____
_____	_____
_____	_____

LANGUAGES AND TRAVEL

Native Language(s): _____

Foreign language(s), check proficiency level (Excellent = 3. 2. 1. 0 = Slight):

Language	Write	Speak	Past Developing Country Residence	Y	N
Spanish	_____	_____	If yes, country _____		
French	_____	_____	Past Developing Country Work Experience	Y	N
Arabic	_____	_____	If yes, country _____		
Portuguese	_____	_____	Past Overseas Volunteer Experience	Y	N
Other	_____	_____	If yes, country _____		

Are you willing to assist with translation of technical materials? Y N
 WEF Member? Y N
 Member No. _____

Your signature _____
 Date _____
 Month / Date / Year

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ON THIS PAGE CIRCLE ALL THAT APPLY TO YOU

1 GENERAL INFORMATION

1.1 YOUR PROFESSIONAL EXPERIENCE

- 1.1.1 Administrative
- 1.1.2 Technical
- 1.1.3 Legal
- 1.1.4 Financial

1.2 TOTAL YEARS OF EXPERIENCE

- 1.2.1 Under 5
- 1.2.2 5-10
- 1.2.3 10-15
- 1.2.4 15-20
- 1.2.5 Over 20

1.3 PRESENT PROFESSIONAL STATUS

- 1.3.1 Active
- 1.3.2 Retired
- 1.3.3 Other _____

1.4 MAXIMUM ANNUAL BUDGET YOU HAVE CONTROLLED

- 1.4.1 Under \$100,000
- 1.4.2 \$100,000- 1 Million
- 1.4.3 \$1-10 Million
- 1.4.4 Over 10 Million

1.5 NO. OF EMPLOYEES IN YOUR FIRM

- 1.5.1 1 - Individual
- 1.5.2 2-5
- 1.5.3 5-50
- 1.5.4 50-500
- 1.5.5 Over 500

2 ENVIRONMENTAL EXPERIENCE

2.1. POLLUTION TREATMENT AND CONTROL

- 2.1.1 Air
- 2.1.2 Water
- 2.1.3 Noise
- 2.1.4 Solid Waste
- 2.1.5 Hazardous Chemical Waste
- 2.1.6 Hazardous Radioactive Waste
- 2.1.7 Soil Contamination
- 2.1.8 Groundwater Contamination
- 2.1.9 Other _____

2.2 POLLUTION PREVENTION

- 2.2.1 Loss Control
- 2.2.2 Resource Conservation
- 2.2.3 Waste Reduction
- 2.2.4 Recycling
- 2.2.5 Other _____

2.3 EMERGENCIES

- 2.3.1 Preparedness and Planning
- 2.3.2 Response and spill control
- 2.3.3 Air Release
- 2.3.4 Other _____

2.4 HEALTH & SAFETY

2.5 ENVIRONMENTAL ANALYSIS

2.6 ENVIRONMENTAL IMPACT ASSESSMENT

2.7 ENVIRONMENTAL LAW & REGULATION/POLICY

2.8 COMPLIANCE ASSESSMENT

2.9 TRAINING

2.10 PUBLIC EDUCATION

2.11 OTHER _____

3 INDUSTRIAL EXPERIENCE

- 3.1 AEROSPACE
- 3.2 AGROCHEMICAL
- 3.3 AUTOMOTIVE
- 3.4 CEMENT
- 3.5 COMPUTER/COMMUNICATIONS
- 3.6 CONSTRUCTION
- 3.7 CONSUMER PRODUCTS
- 3.8 ELECTRONICS

3.9 ENERGY

- 3.9.1 Clean Coal Technologies
- 3.9.2 Oil Drilling & Refining
- 3.9.3 Power Plants (Coal/Oil)
- 3.9.4 Gas Production and Distribution
- 3.9.5 Nuclear
- 3.9.6 Energy Conservation
- 3.9.7 Alternate Energy Sources
- 3.9.8 Other _____

3.10 FOOD PROCESSING

3.11 METALS

- 3.11.1 Steel Smelting & Milling
- 3.11.2 Sheet & Pipe Manufacturing
- 3.11.3 Aluminum, Copper, Lead
- 3.11.4 Electroplating, Metal Coating
- 3.11.5 Other _____

3.12 MINING

- 3.12.1 Surface
- 3.12.2 Underground
- 3.12.3 Coal
- 3.12.4 Minerals
- 3.12.5 Other _____

3.13 PACKAGING

3.14 PETROCHEMICAL

3.15 PETROLEUM

3.16 PHARMACEUTICAL

3.17 PLASTICS

3.18 PULP & PAPER

3.19 TANNING

3.20 TEXTILES

3.21 TRANSPORTATION

3.22 OTHERS _____

4 MUNICIPAL EXPERIENCE

4.1 WASTEWATER COLLECTION

4.2 TREATMENT PLANT DESIGN

4.3 PLANT OPERATION MAINTENANCE

4.4 UNIT PROCESSES

4.4.1 Preliminary

4.4.2 Primary

4.4.3 Biological

4.4.4 Advanced Treatment

4.4.5 Residual Management

4.4.6 Disinfection

4.6 INSTRUMENTATION AND CONTROL

4.7 LABORATORY

4.8 UTILITY MANAGEMENT

4.8.1 Financing

4.8.2 Customer Service

4.8.3 Billing

4.8.4 Personnel

4.8.5 Public Education

4.8.6 Training

4.9 PRETREATMENT AND SOURCE CONTROL

5 EP-3 SPONSORED ACTIVITIES

5.1 AVAILABILITY

5.1.1 1-2 weeks

5.1.2 2-4 weeks

5.1.3 > 1 month

5.2 HOW MUCH LEAD TIME DO YOU REQUIRE TO ARRANGE FOR AN OVERSEAS ASSIGNMENT

5.2.1 2-4 weeks

5.2.2 4-6 weeks

5.2.3 6-8 weeks

5.2.4 Other _____

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