

# Hazardous Waste Management Program

## Hazardous Waste Issue Resolution

*Develop and implement a process to resolve hazardous waste issues and problems and carry out decisions.*

**Goal:** Establish a cross-functional workgroup and process to improve the quality and timeliness of decision-making within the Hazardous Waste Management Program (HWMP) to respond to issues and resolve problems identified by internal and external stakeholders; initiate the process to resolve issues and problems in priority order; and assign staff to implement resolution decisions.

**Background:** In recent years, hazardous waste management policy issues have gone largely unresolved, with policy decisions being put off for years. These unresolved, undecided issues have impacted not only businesses regulated by DTSC, but also Certified Unified Program Agencies and the U.S. Environmental Protection Agency, which depend on DTSC to make decisions about the scope and implementation of hazardous waste laws and regulations in California. Historically, HWMP operated a committee called the Hazardous Waste Internal Advisory Committee that provided a forum for staff and managers to raise issues to group members (made up of HWMP managers and senior staff) for decisions, clarification, and advice. The operation of this group was suspended with the reorganization of DTSC in 2008. The re-establishment of this type of policy forum is critical for DTSC to fulfill its responsibilities to its stakeholders and staff. This work plan is aligned with and builds on commitments made in the Permitting Enhancement Work Plan with regard to timely and effective issue resolution.

### **Timeline:**

#### **6 months: July 2014 – December 2014**

- Advertise, interview, and hire candidate for Policy Committee Technical Coordinator.
- Develop communication strategy for providing information about the proposed operation of the HWMP Policy Committee.
- Develop processes and procedures for screening issues submitted to the Technical Coordinator (includes standardized questionnaires.)
- Identify criteria for selection of ad hoc members (committee members to be selected as issues are considered.)
- Develop document templates for capturing information to inform the committee and to memorialize decisions.
- Convene meetings as issues arise; use opportunities to inform the development of procedures and document templates.

**12 months: January 2015 – June 2015**

- Develop tracking system for issues that need resolution.
- Develop prioritization system to manage pending issues needing resolution.
- Develop Records Management System/Repository for final decisions on DTSC's SharePoint web platform.
- Develop library of historic decisions for staff to reference and use.
- Convene meetings as issues arise.