

**DRAFT
ORCR MISSION SUPPORT CONTRACT
STATEMENT OF WORK**

BACKGROUND

Effective January 18, 2009, the Environmental Protection Agency's (EPA) Office of Solid Waste (OSW) was reorganized to become the Office of Resource Conservation and Recovery (ORCR). The reorganization reflects the breadth of the responsibilities/authorities that Congress provided to EPA under the Resource Conservation and Recovery Act (RCRA), as well as the October 2007 addition of the PCB disposal and remediation program under the Toxic Substance Control Act (TSCA) to the responsibilities of ORCR.

The mission of ORCR is to protect human health and the environment by ensuring responsible national management of hazardous and nonhazardous waste and PCBs. ORCR's goals are to conserve resources by reducing waste; prevent future waste disposal problems by developing and implementing regulations; and clean up areas where waste may have spilled, leaked, or been improperly disposed. ORCR works closely with individual states, industry, environmental groups, tribes, and the public to promote safe waste management.

ORCR has four main divisions: Materials Recovery and Waste Management Division; Resource Conservation and Sustainability Division; Program Implementation and Information Division, and Program Management, Communications and Analysis Office. These divisions consolidate the operations of the six divisions under the old OSW structure.

ORCR's key Headquarters and Regional program activities include:

- Working with states, industry, environmental groups, Native Americans, and the general public to promote safe waste management. The shared responsibility helps ORCR to: (1) set national environmental goals, policies and priorities; (2) assume a leadership role in environmental education; (3) write flexible health-based regulations that reflect ecological risk and environmental justice. ORCR's programs rely on a combination of regulatory, national voluntary, and educational efforts. ORCR also promotes the use of combined methods to manage solid waste including source reduction, waste prevention, recycling, land-filling, and waste combustion.
- Developing, promulgating and implementing regulations which identify hazardous waste and control the generation, transportation, treatment, storage, and disposal of hazardous waste, and authorizing States to carry out hazardous waste programs.
- Encouraging sound solid waste management practices and developing regulations under Subtitle D of RCRA to protect public health, to maximize the reuse of recoverable resources, and to foster resource conservation.
- Developing guidelines that form the basis of the Federal government's preference program for the purchase of goods made from recovered materials.

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- Conducting studies on "special wastes" generated by a number of industries including: mining wastes; drilling fluids; production waters and other waters associated with the exploration, and development of crude oil, natural gas and geothermal energy; wastes generated from the combustion of coal and other fossil fuels; and cement kiln dust waste.
- Conducting data gathering and data analysis, feasibility studies of regulatory development and other activities to implement appropriate regulations, and to assess the success of their implementation in terms of effects on human health and the environment.
- Defining those materials which are "solid wastes" and which are "hazardous wastes", conducting industry studies to determine which wastes should be "listed" as hazardous and then developing the listing regulations, and identifying the characteristics of hazardous waste (e.g. ignitability).
- Developing national policy, regulations, and guidance, goals, and metrics in the area of hazardous waste recycling and hazardous waste generators and transporters, including the manifest system for tracking hazardous waste shipments. ORCR embraces international waste issues, including representing the United States in international multilateral negotiations and major international meetings on waste issues; developing, revising and interpreting import/export regulations and resolving other issues related to the international shipments of waste Or other materials of concern.
- Promoting voluntary and collaborative approaches under RCRA and other ORCR authorities to reduce the generation of waste, to promote recycling and safe handling and management of materials, and to promote sustainable materials management, to increase opportunities for recycling, improve the efficiency of manufacturing processes, and reduce the amount of material used in products.
- Educating and involving the public in EPA efforts to develop and implement the solid and hazardous waste regulations under RCRA, and in voluntary practices and programs to prevent and recycle waste Public participation and public education concerning Agency decision-making can be accomplished through conducting conferences, symposia, teleconferences, and training.
- Implementing corrective action authorities under RCRA.
- Managing programs including developing regulations for cleanup and disposal of PCBs under the Toxic Substances Control Act (TSCA).
- Developing regulations and guidance for financial assurance under RCRA and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as Superfund.

For additional pertinent background information, program history, and environmental statutes, see: <http://www.epa.gov/epawaste>.

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PURPOSE

The purpose of this ORCR Mission Support Contract is to obtain contractor services to support ORCR in developing and implementing programs to prevent, reduce and manage solid and hazardous waste to protect public health and the environment and to conserve valuable resources.

SCOPE

The scope of this contract is for the contractor to provide mission support to ORCR as described in the Task Areas of this Statement of Work (SOW).

The contractor shall furnish all resources necessary to:

- Perform all work described in the Task Areas of this contract SOW.
- Perform specific tasks assigned through Work Assignments under this contract.
- Perform contract management functions and meet all other contract terms and conditions.

The Contractor shall furnish all resources including the necessary personnel, material, equipment, services, and facilities (except as otherwise specified) to perform the contract SOW, to carry out the specific tasks identified in work assignments and to perform management functions including monthly and quarterly meetings with EPA representatives to review issues, problems, and performance. Requirements for deliverables, their delivery schedule, and their acceptance criteria will be specified in applicable work assignments.

The contractor shall provide relevant information and alternative approaches to EPA on technical issues as directed by EPA. All information provided shall be supported by its underlying analysis.

TASK AREAS

Task Area 1: Program Specific Support

The contractor shall provide technical assistance and analytical support to ORCR program areas for a variety of activities and deliverables pursuant to its mission including: implementation and compliance with regulations, studies, general or technical guidance documents, assessments of program effectiveness, and other support activities associated with the ORCR Program.

Tasks that may be performed under this task area include, but are not limited to the following:

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- Provide technical assistance in all aspects of the Agency's program to promote the reduction, reuse, and recycling of waste.
- Provide technical and analytical support for international efforts to promote waste reduction, reuse, and recycling of waste.
- Provide technical assistance in the development of standards and tools for "greener" electronics and other environmentally preferable products.
- Provide technical assistance in life cycle analysis to quantify the impacts and benefits of product-specific energy factors that impact the energy implication of waste management practices for specific products.
- Perform studies of waste management systems that address: actual and potential releases and other environmental impacts, (including those related to climate change) and health concerns from processes and facilities.
- Provide analytical support in developing interpretations of and revisions to the definition of solid waste regulations, the hazardous waste recycling regulations, other hazardous waste regulations and the universal waste management regulations to clarify requirements, improve implementation, encourage safe recycling; and meet other goals.
- Provide technical support in the development, implementation and potential revisions of the hazardous waste generator, listing, and characteristic regulations.
- Provide technical and analytical support in revising the hazardous waste manifest tracking system.
- Provide technical support in evaluation, promulgation, and implementation of the Particulate Matter (PM) Continuous Emission Monitors (CEMs) by addressing the unresolved issues.
- Provide technical support in the implementation of the program for regulating hazardous waste treatment, storage, and disposal facilities, including the hazardous waste permitting and corrective action programs.
- Provide technical support in the implementation of the program for PCB cleanups and disposal.
- Provide technical and analytical support in the areas of financial responsibility for closure/post-closure, corrective action, and third party liability; risk assessment and environmental analyses; and proposed CERCLA 108 (b) financial responsibility requirements.
- Provide technical support for the implementation of the RCRA state authorization and tribal programs.
- Provide technical support for the implementation of the ORCR Environmental Justice program.
- Provide technical and analytical support in international efforts regarding waste issues.

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Task Area 2: Regulatory Support

The contractor shall provide technical and analytical support to ORCR in its development of regulations or other guidance associated with all of ORCR Programs. These regulations, policies, and guidelines must be developed under the authorities of laws and regulations and any new legislation, executive orders, and other directives that may be enacted.

Tasks that may be performed under this task area include, but are not limited to the following:

- Prepare any written reports, documentation, rulemaking and planning records, draft development documents, collect data, provide analysis (e.g., economic), and guidance.
- Provide technical support for the development of financial assurance regulations and programs involving RCRA, PCB and CERCLA 108(b).
- Provide technical support in the development of regulations, approvals, or guidance for the program for PCB cleanups and disposal.
- Prepare draft materials for EPA's consideration when preparing regulatory preambles and other Federal Register (FR) notices.
- Monetize the regulatory and non-regulatory benefits including the consideration of both social cost and social benefits, estimation of the distributional effects of policy alternatives on the many different stakeholders and evaluation of pollutant-specific environmental fate and effects.
- Prepare “Response to Public Comment” documents, summarize comments, and prepare a comprehensive index with cross references of all issues raised in public comments as well as all supporting data and information provided in public comments.
- Prepare cogent, accurate draft technical responses to public comments, including all relevant citations to the rulemaking, and organize and prepare draft responses based on Agency input and direction.
- Prepare accurate draft assessments documents and analyses to support the Agency in judicial and administrative reviews, based on thorough knowledge and understanding of the rulemaking, planning records, or guidance.
- Perform technical editing reviews of draft documents to verify the accuracy of technical data in EPA reports and EPA regulatory support documents.
- Perform fully substantiated analysis of implementation, technical and policy issues associated with various regulatory options or draft legislation.
- Review and collate available material used in a regulatory decision making process in the event of litigation.

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- Perform fully substantiated analysis of State and other countries' solid and hazardous waste programs to determine program consistency and to help determine the potential use in making regulatory and legislative decisions.
- Conduct an evaluation of existing regulations for potential gaps in the regulation of waste or hazardous substances.
- Perform fully substantiated analysis and reviews for consistency of regulatory, legislative, or policy options, involving RCRA as well as other legislative statutes.

Task Area 3: Training Support

The contractor shall provide technical support for training and technical workshops for instruction and orientation in various aspects of ORCR programs.

Tasks that may be performed under this task area include, but are not limited to the following:

- Prepare training materials such as: brochures, handouts, attendee registration or lists.
- Develop training and exercise materials such as curriculum and how-to-manuals, multi-media presentation materials, instructor(s), participant materials (including manuals, workbook, etc.) slides and overheads.
- Provide training tools such as audio visual equipment computers for hands-on-sessions.
- Provide logistical arrangements for training sessions.
- Provide instructors (which are subject matter experts) assistance for ORCR program-related subjects for training and demonstrations.
- Provide travel and logistical support of non-government participants

Task Area 4: Communications and Outreach Support

The contractor shall provide technical support outreach activities which explain all ORCR program activities.

Tasks that may be performed under this task area include, but are not limited to the following:

- Develop/update outreach materials such as: brochures, flyers, fact sheets, videotapes, audiotapes, presentation materials, press releases, art/conference displays, and annual reports.
- Coordinate with partners and stakeholders to develop outreach materials.
- Design, develop and maintain web pages and related electronic lists, documents or files.

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- Provide formatting and publication assistance for all communications products including technical publications.
- Maintain contact lists and mailing lists.
- Disseminate strategies such as communications plans for ORCR materials and distribute materials all in accordance with Federal regulations.
- Develop and revise graphics standards in accordance with Agency directive and policies.
- Provide administrative and technical assistance in support of exhibit/conference booths.

Task Area 5: Data Collection, Review and Evaluation

The contractor shall collect technical data, and provide analytical support for data related to the statement of work. The contractor shall document all programming logic, assumptions and analytical rules and principles used for analyses.

Tasks that may be performed under this task area include, but are not limited to the following:

- Provide technical and support services for hazardous waste treatment, PCBs and CERCLA 108(b), including gathering and evaluating data, and evaluating methods for controlling and monitoring treatment.
- Revise and update the existing PC-BR methodology to extract Hazardous Waste Biennial Report (BR) data to determine which wastes streams contain PCs and estimate their quantities, and updating the National Priority Chemicals Trends Report.
- Provide support on hazardous waste reporting, including updating and documenting the Hazardous Waste Analytical Database and improving Hazardous Waste Reporting.
- Collect data, literature searches, and available technical and financial information to gather industry data and/or compile industry profiles.
- Provide support for incorporating data from the Hazardous Waste Report and importing data from RCRA Info into a user friendly database.
- Conduct analyses of hazardous waste generation and management and uses of hazardous waste data including analyses for the Smarter Waste Reporting Initiative.
- Review groundwater monitoring systems and data from companies (or other data sources) who manage their wastes in landfills surface impoundments, waste piles, land farms, and by other methods.
- Make recommendations, but not determinations, regarding data interpretation.

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Task Area 6: Analyses and Assessments

The contractor shall provide support to the Agency by conducting qualitative and quantitative analyses and assessments.

Tasks that may be performed under this task area include, but are not limited to the following:

Perform analyses of potential human health and environmental health effects of suspected and known toxic constituents of wastes and other environmental impacts.

- Perform assessments of waste constituent releases to air, soil, ground water and surface water from different waste forms and under different management conditions, including assessment of environmental fate, transport, and transformation.
- Perform exposure assessments and suggest criteria for evaluating terrestrial and/or aquatic ecological impacts of waste and waste constituents.
- Collect relevant technical information on selected industry segments and assemble it into relevant process engineering analyses.
- Collect and assess data on waste constituents, and waste management practices for the purposes of characterizing the potential hazards of the waste.
- Prepare Industry Profiles.
- Develop Site Engineering Assessments.
- Perform risk assessments of waste and materials management practices and problems as they relate to human health and the environment.
- Perform economic analyses including developing and applying methods for analyzing the costs, benefits, environmental impacts, and cost effectiveness of waste related regulations, policies, and voluntary programs.
- Perform fate and transport assessments evaluating the effects of waste regulations relating to the fate, and transport of contaminants and their impact on human health and resource conservation.
- Perform life cycle analyses and assessments to support efforts in materials management, and to identify the impacts of potential regulatory and non-regulatory program activities.
- Perform agency program efficiency evaluations that measure the efficiency and effectiveness of ORCR programs and local, State and Tribal government programs.
- Perform peer review of technical and other documents and models, including selection of qualified experts and preparing final peer review reports

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- Develop sampling and analysis plans, and conduct sampling trips to collect waste and environmental samples, and perform laboratory analyses of samples to characterize waste and other samples.

Task Area 7: Information Collection and Presentation

The contractor shall provide technical support in information collection requests, questionnaires, reports, public access to information, electronic reporting, recordkeeping, record transmission and information sharing. The contractor shall present information to different audiences as required. The contractor shall provide recommendations regarding how information collection requests, questionnaires, reports, public access to information, electronic reporting, recordkeeping, record transmission and information sharing could be more effectively used to access the performance in improving human health and the environment of ORCR and agency regulatory and voluntary partnership programs.

Tasks that may be performed under this task area include, but are not limited to the following:

- Support efforts to use electronic technologies to make complying with RCRA regulations easier, and to increase public access to information.
- Conduct and support work with questionnaires, including reviewing responses to questionnaire's to ensure that all questions have been answered and that the technical content of the answers is sufficiently detailed, accurate and clear to be recommended for inclusion in the survey results.
- Prepare Information Collection Requests (ICRs) consistent with the Paperwork Reduction Act, Executive Order 12291, and Office of Management and Budget requirements;
- Mail and follow up efforts associated with survey instruments and ICRs consistent with the Paperwork Reduction Act, Executive Order 12291, and Office of Management and Budget requirements and the Agency Data quality guidelines;
- Summarize and analyze a variety of technical, statistical, and financial information.

Task Area 8: Voluntary Partnerships and Non-Regulatory Programs

The contractor shall provide support to the Agency's program to strengthen voluntary programs and partnerships.

Tasks that may be performed under this task area include, but are not limited to the following:

- Provide support in maintaining information used by the Agency to monitor the progress of partners participating in voluntary programs.
- Provide assistance to ORCR's work with national companies and industry sectors.
- Provide assistance to promote Agency voluntary partnership programs.

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PROGRAM AREAS

The contractor may perform work under Task Areas of this contract in support of any of the following ORCR Divisions and programs:

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Materials Recovery and Waste Management Division (MRWMD)

| Recycling and Generator Branch (RGB) Programs | Waste Characterization Branch (WCB) Programs |
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| <ul style="list-style-type: none"> • Definition of Solid Waste • Hazardous Waste Recycling • Hazardous Waste Identification Rule • Hazardous Waste Management at Laboratories • Hazardous Waste Generator Program • Hazardous Waste Generator Regulations • Cathode Ray Tubes • Pharmaceutical Issues • Headworks • Mercury-Containing Equipment • F006 Recycling • Laboratory Waste Management • Pharmaceutical UWR • Nanotechnology • Legitimate Recycling Criteria • General Recycling Issues • Industrial Wipes and Rags • DSW Discussion Network | <ul style="list-style-type: none"> • Hazardous Waste Listings • Hazardous Waste Identification • Hazardous Waste Characteristics • Petroleum Refinery Wastes • Wood Preservatives • TCLP/Leach Testing • Hg Lamps/CFLs • Basel Convention • POPs Convention • Inorganic Chemicals • RCRA Sampling Guidance • SW-846 Final Update IV • Methods Innovation Rule (MIR) • Regulatory Analytical Methods • Performance-Based Measurement Systems (PBMS) Issues • Methods Training • Regulatory and Policy Issues |
| International and Transportation Branch (ITB) Programs | Energy Recovery and Waste Disposal Branch (ERWDB) Programs |

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| <ul style="list-style-type: none"> • Organization for Economic Cooperation and Development (OECD) • Environmental Issues within the OECD • OECD Working Group on Waste Prevention and Recycling • PCBs • U.S.-Canada Bilateral • Canadian MSW • Basel Convention • Import/Export Data • Universal Waste Issues • Universal Waste Rule • Generator/Transporter Regulations • Hazardous Waste Manifest • U.S.-Mexico Border 2012 Program • Import/Export of Hazardous Waste • ICR for International Waste Regulations • Commercial Chemical Products • North American Commission for Environmental Cooperation (CEC) • Trade and Environment | <ul style="list-style-type: none"> • Hazardous Waste Combustion • Hazardous Waste Incinerators • MACT Rule • CPG • Greening of the Government • Burden Reduction (BR) Rule • Dioxin and Furans • PICs • Mining • Mineral Processing Wastes • BIF • Comparable Fuels • LDRs for Aluminum Potliners • Decharacterized Wastewaters • Mercury - LDR • Landfills • Cement Kiln Dust Regulation • MACT EEE • Waste To Energy (WTE) • CCW Rulemaking • CCW Mine Filling • NA Waste Minimization • Oil & Gas Exploration & Production • Fossil Fuel Combustion Waste Disposal |
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Resource Conservation and Sustainability Division (RCSD)

| Chemicals Management Branch (CMB) programs | Municipal Source Reduction Branch (MSRB) programs |
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| <ul style="list-style-type: none"> • Mercury Lead • Export Ban • Dental Amalgam Recycling • UNEP Waste • Lead-Free Wheel Initiative • Community Action for a Renewed Environment • Green Meeting Standards Development • NPEP • Compact Fluorescent Lamp (CFL) Breakage Study • Mercury Team • National Partnership for Environmental Priorities (NPEP) • Product Services Systems | <ul style="list-style-type: none"> • WasteWise • WasteWise Communities and Climate • Waste Connection • Green Racing • Carpet America Recovery Effort • SMART/Pay-As-You-Throw • Paper Recycling • Sustainable Materials Management • RFIDs • Innovations • International 3Rs • SCP • SMM • Product Stewardship • Materials Management |

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| <ul style="list-style-type: none"> • Materials Flow • Schools Chemical Clean-Out Campaign • National Vehicle Mercury Switch Recovery Program (NVMSRP) • Safe Mercury Management • CFL Collection and Recycling • Regional/State Marketing • Sector Analysis • Facility Targeting • Mercury • Compact Fluorescent Lamps (CFLs) | <ul style="list-style-type: none"> • Sustainable Products • Electronics Recycling (eCycling) • R2 Practices • Cell Phone Recycling |
| <p>Materials Conservation and Recycling Branch (MCRB) programs</p> | <p>Industrial Materials Reuse Branch (IMRB) programs</p> |
| <ul style="list-style-type: none"> • MSW Characterization • Measurement • WaRM Model • Recycling Programs • RCC Web Academy • Organic Materials • Comprehensive Procurement Guidelines (CPG) • PY Green Team • GreenScapes • Public Space Recycling • Recycle-On-The-Go (ROGO) • RecycleMania | <ul style="list-style-type: none"> • Industrial Materials Recycling • Construction Initiative • Construction and Demolition (C&D) Materials • Increase Recycling of Industrial Materials • Coal Combustion Partnership (C2P2) • Industrial Waste Evaluation Model (IWEM) • Scrap Tires • Reuse ORIA Phosphogypsum Beneficial Subpart W & 192 • Green Highways • Green Building |

Program Implementation and Information Division (PIID)

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| <p>Cleanup Programs Branch (CPB) programs</p> | <p>Information Collection and Analysis Branch (ICAB) programs</p> |
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| <ul style="list-style-type: none"> • Federal Facilities • Remediation Waste Issues • Remedial Technologies • RCRA Info Data Analysis • 2020 Universe • RCRA/TSCA Remediation • PCB Program • Remediation Waste Issues • HWIR-media; CAMU • RCRA Notable Achievements Awards • ITRC Ethanol and Bio-based Fuels • ITRC In-Situ Stabilization • ITRC Ecological Land Reuse • Corrective Action • Alternate Authorities for Corrective Action • Closure / Post-Closure • Financial Assurance • Petroleum Refinery Remediation • Groundwater Remediation Systems • RCRA Reuse & Brownfield Prevention • AWM ICR • CAMU Amendments / Final Rule • EPA Regional Liaison Support • Environmental Indicator Guidance • Vapor Intrusion Guidance | <ul style="list-style-type: none"> • System Development • NCC Technical Services • Biennial Report Collection • CDX Interface • CPIC database • READ database • ASSERT database • National Report and Data Analysis • System Access and Security Implementation • RCRAInfo system • RCRAInfo Training and Outreach • National Report Development • PCB Database • GIS • NARA Database • e-Manifest • RCC Tracking System • BR database • TRI database • LDR Rulemaking • Capacity Analyses for K088 • RCRA program and Information Integration Project • ICR Renewals • ICR Tracking |
| <p>Permits Branch (PB) programs</p> | <p>Federal, State, and Tribal Programs Branch (FSTPB) programs</p> |
| <ul style="list-style-type: none"> • General Permitting • Combustion Permitting • Subpart X • Financial Assurance / Responsibility / Test • EMS activities • RCRA Air Standards • Performance Track • Storage and Treatment • Used Oil • Tanks and Containers • RCRA Permit Exemptions/Exclusions • Chemical Waste (PCB) Landfills • PCB Disposal Approvals • PCB Regional Support • Standardized Permit Rule • RD&D Permitting • Mercury Lamps Outreach | <ul style="list-style-type: none"> • State Programs Liaison Support • Tribal Programs Liaison Support • State Authorization • Tribal Waste Management • SWIMM • Military Munitions • Ranges |

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| <ul style="list-style-type: none"> • Chem-Demil • GPRA Permitting Progress | |
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Program Management, Communications, and Analysis Office (PMCAO) and Front Office

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| <p>Communications Services Staff (CSS) programs</p> | <p>Resources Management Staff (RMS) programs</p> |
| <ul style="list-style-type: none"> • Communications • Publications • RCRA Docket • ORCR Internet • ORCR Intranet | |
| <p>Economics and Risk Analysis Staff (ERAS) programs</p> | <p>Front Office programs</p> |

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