

**DIVISION OF ENVIRONMENTAL RESPONSE AND REMEDIATION  
UST BRANCH – GOALS  
STATE FISCAL YEAR 2005  
4th Quarter FY2005  
04/1/05 - 06/30/05**

July 28, 2005

<b>ENVIRONMENT</b>		
<b>I. CONTAMINATED LUST SITES WILL BE CLEANED TO LEVELS THAT ARE PROTECTIVE OF HUMAN HEALTH AND THE ENVIRONMENT.</b>		
<b>Section</b>	<b>Subgoal</b>	<b>Results</b>
LUST RA/PST	a. Review and closeout 130 LUST sites between July 1, 2004 and June 30, 2005.	Quarter 1: 25 sites closed and 13 new releases opened. Quarter 2: 24 sites closed and 18 new releases opened. Quarter 3: 23 sites closed and 10 new releases opened. Quarter 4: 37 sites closed and 19 new releases opened. Totals: 109 LUST sites closed and 60 new releases opened.
LUST RA	b. Develop project schedules for state lead sites. Proceed according to project schedules toward site cleanup and closure.	10/1/04-Project schedules will be reviewed and modified in December. 1/1/05-State-lead sites are currently being reviewed and updated. 03/30/2005- All sites have been reviewed, schedules updated and site budget projections have been completed. 06/30/05-Sites will be reviewed and evaluated next quarter
LUST RA/PST	c. Increase the percent of confirmed LUST sites cleaned up and closed out.	10/1/04-87.5% of all LUST sites have been closed. 1/1/05- 87.6% of all LUST sites have been closed. 3/30/05- 88.3% of all LUST sites have been closed. 6/30/05- 88.9% of all LUST sites have been closed.
LUST RA/PST	d. Monitor and evaluate the impact of MTBE on groundwater in Utah.	Two staff attended the ITRC MTBE training in Denver, CO in December 2004. Two staff attended NGWA MTBE training in San Francisco, CA in May 2005.
<b>II. PREVENT RELEASES OF HAZARDOUS AND TOXIC SUBSTANCES INTO THE</b>		

ENVIRONMENT.		
Section	Subgoal	Results
BRANCH	a. For all subgoals under this goal, update report on progress towards goal quarterly.	Ongoing
UST	b. Conduct or insure completion of leak detection inspections at 100% of the facilities throughout the state by June 30, 2005.	Quarter 1: 103 inspections completed Quarter 2: 193 inspections completed Quarter 3: 355 inspections completed Quarter 4: 726 inspections completed 97% of facilities inspected
UST	c. 80% of inspected facilities in substantial compliance with leak detection requirements after 60-day inspection follow-up.	Quarter 1: 81 % in substantial compliance Quarter 2: 83% in substantial compliance Quarter 3: 83% in substantial compliance Quarter 4: 81% in substantial compliance
UST	d. 90% of inspected facilities in substantial compliance with operational requirements after 60-day inspection follow-up.	Quarter 1: 86 % in substantial compliance Quarter 2: 84% in substantial compliance Quarter 3: 87% in substantial compliance Quarter 4: 88% in substantial compliance
UST	e. Identify facilities that remain in non-compliance with release detection and operational requirements two months after the inspection date and initiate appropriate compliance action.	Quarter 1: 81 speed memos, 33 NOITR, 15 orders Quarter 2: 68 speed memos, 11 NOITR, 9 orders Quarter 3: 180 speed memos, 5 NOITR, 5 orders Quarter 4: 263 speed memos, 9 NOITR, 6 orders
UST	f. 95% of operational facilities have current Certificate of Compliance by June 30, 2005.	Quarter 1: 95.8% have C of C Quarter 2: 96.1% have C of C Quarter 3: 97.4% have C of C Quarter 4: 96.6% have C of C
UST	g. Track effectiveness of various leak detection methods, including undetected releases, false alarms, and inconclusive results.	This data is currently being entered into database.
III. PROGRAM DEVELOPMENT AND CONTINUOUS IMPROVEMENT FOR EFFICIENT AND EFFECTIVE CLEANUP OF LUST SITES.		
Section	Subgoal	Results

UST	a. Prioritize potential UST enforcement actions by July 31, 2004, and update priority list quarterly.	Standard met.
LUST PST	b. Meet with stakeholder groups, i.e., UST Advisory Task Force.	December 15, 2004: Meeting with PST Fund consultants. March 9, 2005: Meeting with UST Advisory Task Force. May 25, 2005: Meeting with UST Advisory Task Force. June 26-29, 2005: Hosted the 14 <sup>th</sup> Annual State Fund Administrators Conference.
LUST PST	c. Process claims through Executive Secretary (UST) signature within 30 days of receipt.	Average PST Fund claim processing time is 30 days.
LUST RA	d. To cost recover state money used to investigate, abate and/or cleanup LUST sites where the RP is unknown, unwilling, and/or unable, increase the number of cost recovery actions initiated, funds recovered, and settlement agreements completed from the previous fiscal year.	10/01/04- \$372,600 was cost recovered during this quarter.  1/1/05 - \$1,233,172 was cost recovered during this quarter  3/30/2005-\$79,372 was cost recovered during this quarter. 6/30/05-We are in the process of cost recovery at one site.
LUST RA	e. By March 1, 2004, develop a guidance document for project managers on the use of Natural Attenuation at LUST sites.	10/1/04-Completed.

**EMPLOYEES**

**IV. PROVIDE EMPLOYEES CLEAR GUIDANCE AND DIRECTION TO SUCCESSFULLY FULFILL THEIR RESPONSIBILITIES.**

Section	Subgoal	Results
BRANCH	a. Negotiate performance plans, consistent with strategic goals and objectives, with specific measurable performance criteria for all staff by June 30, 2004.	Standard complete
BRANCH	b. Conduct informal 1 on 1 performance reviews quarterly for all staff to discuss status of assigned projects and provide feedback and direction. Formal review by June 30, 2004.	Standard completed quarterly

V. IMPLEMENT MEASURES TO ALLOW FOR EMPLOYEE DEVELOPMENT.		
Section	Subgoal	Results
BRANCH	a. Develop training needs list by October 1, 2004.	Standard met
BRANCH	b. Recognize staff for specific exemplary performance in customer service, individual task accomplishments, teamwork, and support for Department Mission, Vision, and Operating Principles.	
BRANCH	c. If funding allows, provide training for all employees, appropriate to experience and need of each person, and provide at least one training opportunity for each staff member by June 30, 2005.	
CUSTOMER SERVICE		
VI IMPROVE CUSTOMER SERVICE BY CONDUCTIN PROACTIVE PUBLIC COMMUNICATION AND EDUCATION ACTIVITIES.		
Section	Subgoal	Results
UST	a. Publish bi-annual Newsletter by November 2004 and May 2005.	Fall Newsletter mailed September 8, 2004 Spring Newsletter mailed April 21, 2005
LUST RA/PST	b. Each project manager will perform 15 site visits to LUST sites in order to provide customer assistance to owners.	Quarter 1: 64 site visits. Quarter 2: 19 site visits. Quarter 3: A total of 111 site visits have been performed during this fiscal year. Quarter 4: 203 site visits have been performed during this fiscal year.
VII. DETERMINE AND EVALUATE BUDGETARY REQUIREMENTS TO MANAGE A VIABLE UST PROGRAM.		
Section	Subgoal	Results
BRANCH	a. Complete budget for staffing, equipment, travel, and organizational needs by November 11, 2004. Review budget status within 30 days after the end of each quarter.	Standard complete. Meet monthly with branch managers and accounting staff to discuss budget.
ENHANCE POLICY MAKERS' (LEGISLATURE, OTHER ELECTED OFFICIALS, AND BOARDS) UNDERSTANDING OF ENVIRONMENTAL ISSUES		
VIII. KEEP THE UTAH SOLID AND HAZARDOUS WASTE CONTROL BOARD INFORMED OF IMPORTANT AND RELEVANT INFORMATION REGARDING THE UST PROGRAM.		

<b>Section</b>	<b>Subgoal</b>	<b>Results</b>
BRANCH	a. At each SHWCB meeting, prepare relevant information for Board members on environmental policy issues.	Update provided monthly
<b>COORDINATION WITH LOCAL HEALTH DEPARTMENTS AND LOCAL GOVERNMENTS</b>		
<b>IX. PROVIDE ADEQUATE OVERSIGHT OF LOCAL HEALTH DEPARTMENTS.</b>		
<b>Section</b>	<b>Subgoal</b>	<b>Results</b>
UST	a. Review contract performance with LHDs by December 1, 2004 and May 15, 2005.	Meetings were held with all LHDs under contract in August 2004 to review FY2004 work and discuss FY2005 contract requirements. Updates are sent out quarterly.
UST	b. Conduct semi-annual inspector by December 31, 2004 and June 30, 2005.	Inspector training was held November 3, 2004. All State and nearly all LHD inspectors attended. The Spring Inspector training was held on March 14, 2005. Petcon Inc. provided a cathodic protection tester course for all State and LHD inspectors.