

## POLLUTION PREVENTION SPECIALIST

June 20 and 21, 1996

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The Pollution Prevention Specialist identifies, evaluates, recommends, and assists in implementing practices that result in waste reduction (including energy and water conservation), regulatory compliance, and potential cost benefits.

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### **General Areas of Competence (In Bold) and Specific Tasks**

- **Category A. Conducting Facility Assessments**

- A-1 Conduct pre-assessment activities to collect company information
- A-2 Construct input-output model for a process (e.g., perform a mass balance calculation)
- A-3 Assess company priorities
- A-4 Identify waste streams and process efficiency
- A-5 Walk through process to validate waste stream and process efficiency information provided by company
- A-6 Conduct post-assessment interview to add to information
- A-7 Make initial recommendations
- A-8 Summarize data collected
- A-9 Research pollution prevention alternatives
- A-10 Conduct cost-benefit analysis
- A-11 Write and send report that recommends compliance and/or pollution prevention options
- A-12 Recognize and acknowledge successes
- A-13 Follow-up/obtain feedback and identify additional needs
- A-14 Assess implementation of recommendations

- **B. Researching Existing and New Technologies**

- B-1 Develop and use network of experts
- B-2 Participate in professional organizations, seminars, workshops, and classes
- B-3 Identify existing information clearinghouses and databases
- B-4 Read professional literature
- B-5 Organize and maintain file of vendor equipment, processes, and experts
- B-6 Organize forums of experts/vendors
- B-7 Identify technology transfer opportunities
- B-8 Conduct needs assessments for technology applications
- B-9 Conduct demonstration projects
- B-10 Write case studies for technology transfer purposes

- **C. Coordinating Educational Activities**

- C-1 Motivate employees to implement pollution prevention strategies
- C-2 Develop educational and resource materials (e.g., case studies, fact sheets, newsletters)
- C-3 Develop and conduct workshops, seminars, expos, etc.
- C-4 Identify and use as models business and industry exemplars
- C-5 Conduct training on new technologies
- C-6 Conduct staff training on how to implement pollution prevention programs
- C-7 Educate the community about environmental issues

- **D. Ensuring Regulatory Compliance**

- D-1 Maintain knowledge of regulations and policies
- D-2 Identify and interpret applicable regulations
- D-3 Propose and implement compliance strategies
- D-4 Use compliance requirements as incentive to identify alternatives
- D-5 Look for all possible pollution prevention opportunities to reduce compliance requirements and liability
- D-6 Provide suggestions to integrate pollution prevention into regulatory programs
- D-7 Apply for, negotiate, and maintain permits
- D-8 Train employees on regulatory requirements
- D-9 Keep records
- D-10 File reports
- D-11 Conduct/participate in audits and inspections
- D-12 Recommend/implement corrective actions

- **E. Establishing Partnerships And Promoting Programs**

- E-1 Be responsive to inquiries
- E-2 Partner with other organizations
- E-3 Market programs and services
- E-4 Give presentations
- E-5 Build client base
- E-6 Facilitate partnerships between the public, business, and local government
- E-7 Conduct needs assessment surveys
- E-8 Establish media relations
- E-9 Participate in regional and national meetings

- **F. Measuring Program Effectiveness**

- F-1 Set goals for outcomes
- F-2 Determine what should be measured
- F-3 Define appropriate measures for activity
- F-4 Develop a procedure for getting valid measurements
- F-5 Perform a validity check and readjust as needed
- F-6 Measure and record
- F-7 Summarize and analyze data against goals
- F-8 Identify successes and areas needing improvement

- **G. Fulfilling Administrative Responsibilities**

- G-1 Develop short- and long-term work plans
- G-2 Develop and maintain information management systems
- G-3 Coordinate/manage projects
- G-4 Provide oversight to personnel
- G-5 Prepare and negotiate contracts, grants, and budgets
- G-6 Report to management/funding providers

**PANEL MEMBERS**

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