



MEETING MINUTES

Eugene Toxics Board Subcommittee October 27, 2016

3:00 p.m. – 4:30 p.m.
Bascom Room
Eugene Public Library
100 W 10th Avenue, Eugene

Meeting Attendees

- **Subcommittee Members Present:** Lisa Arkin (Chair), Derrick Thoma, Evan Shenkin.
- **Subcommittee Members Absent:** Marcus Baxter.
- **City Staff Present:** Joann Eppli.
- **Public Present:** Katie Smith, Mitch Abess (University of Oregon Journalism Students).

Ms. Arkin called the October 27, 2016 Toxics Board subcommittee meeting to order at 3:07 p.m.

Subcommittee Discussion

1. Ensuring That Reporting is Accurate and Sensible
 - Mr. Thoma described how reporting works under the Eugene Toxics Right-to-Know Program from an industry perspective.
 - Mr. Thoma noted there seems to be a lack of checks and balances in auditing Eugene Toxics Right-to-Know Program hazardous substance reports. He provided the example of Oregon Ice Cream's reporting of sodium hydroxide, and his findings by comparing what was reported under the Eugene Toxics Right-to-Know Program and to the City of Eugene for a Public Works Wastewater/Stormwater permit.
 - Mr. Thoma noted that Eugene Stormwater permit applications include chemicals on site and what types of pre-treatment processes are in place.
 - Ms. Eppli explained how the reporting process works under the Eugene Toxics Right-to-Know Program from a City of Eugene perspective. She also mentioned a full demonstration to the Toxics Board of the audit process is on the future agenda items list.
2. Using Wastewater Permit Data as a Cross Reference to Toxics Board Submittals
 - The Toxics Board Subcommittee members and staff present discussed ways to possibly use Eugene Wastewater permit data as a cross reference to Eugene Toxics Program hazardous substance report submittals. The group also discussed this could be a simple double-check option to help improve the auditing process. Additionally, the group discussed creating a template for auditing data between Wastewater permit reports and the Eugene Toxics Program.

3. Ways to share data between Public Works and Toxics Board Subcommittee

- Ms. Eppli stated she will contact staff with Eugene Wastewater/Stormwater to inquire if they are interested in sharing information, and to what level.

4. Other Solutions and Ideas for Improvement

- Mr. Thoma suggested using information from City of Eugene Wastewater/Stormwater reports to compare as part of the Toxics Program audit process. The group discussed including the permit files in the three-year audit.
- Mr. Shenkin suggested producing an instructional Reporting 101 video, and possibly posting it on the program website. He also suggested having an interactive module to track and verify which businesses have watched the video, possibly creating more of a teaching-based video with questions to answer at the end. Ms. Arkin suggested conducting a “survey” similar to one recently run by the Department of Environmental Quality (DEQ) to solicit input from businesses for producing an instructional video. Ms. Eppli added she would ask for permission to use the Fire Department’s video studio, equipment and staff in producing the video.
- Ms. Eppli said she has always been interested in developing a system where she could work more proactively with business representatives on the front end to help them better understand the reporting requirements for Eugene’s program.
- Ms. Arkin suggested adding a checklist for all environmental permits as part of the Toxics Program reporting process to ask the following questions:
 - Did your business file a Publicly Owned Treatment Works (POTW) permit?
 - How much does your business discharge to wastewater?
 - Did your business file a National Pollution Discharge Elimination System (NPDES) permit?
 - Did your business file a report with Lane Regional Air Protection Agency (LRAPA)?
- Ms. Arkin suggested inviting Max Huftle from LRAPA to a future Toxics Board meeting to share information on, and explain how reporting under LRAPA’s program works.
- Ms. Arkin suggested hosting a mandatory meeting for businesses. Ms. Eppli said she believes the idea of an annual forum where the Toxics Board invites all businesses to attend, which the Toxics Board has discussed previously, would be beneficial. Ms. Arkin said the Toxics Board could add a list of the businesses that attended the meeting or forum to the program website. Mr. Evans suggested offering those businesses that attended some type of incentive.
- The group also discussed the Toxics Board hosting an interagency meeting between the Fire Marshal’s Office, Public Works and LRAPA.

5. Miscellaneous

- Ms. Arkin shared information from a presentation that she made at the Portland City Club showing how reporting is not consistent between the Eugene Toxics Right-to-Know Program and the Environmental Protection Agency’s (EPA’s) Toxics Release Inventory (TRI) Program.
- Ms. Eppli stated she would add to the future agenda items list a Toxics Board discussion on changing the 30-day notification to businesses of an audit to notifying the next ten businesses to be audited at the beginning of that calendar year.

The meeting adjourned at 4:30 p.m.

(Recorded by Jo Eppli)