

# Subcommittee Guidance

## Subcommittee 2 Reporting Newly-Discovered Releases

**Scope:** This subcommittee should evaluate the following:

What is the threshold for requiring reporting of a historical release after such a release has been discovered? Is this threshold quantitative, qualitative, or both?

Within what time frame after discovery should a report be required?

Should reporting exceptions for certain historical releases be created if timely remediation occurs? If so, what situations would qualify and what would constitute timely remediation?

Is it necessary to address, beyond the detail provided in the statute, reporting of releases on Transfer Act or brownfield sites?

If reporting is required, what information should be reported?

How will that report be accessible to the public?

If releases do not require reporting, will there be a mechanism for the public or others to become aware that a release occurred?

Discuss the conceptual framework for when a historical release must be reported, what information should be reported, and how that information will be accessible to the public.

**Deliverable:** A concept paper, or concept papers if consensus is not reached, that present concepts responsive to the questions identified above to advise the Department when drafting regulations concerning reporting newly-discovered releases.

### **First Meeting Tasks:**

- DEEP will introduce staff assigned to assist subcommittee and explain their role.
- Subcommittee members select two (2) subcommittee leads.
- Verify accuracy of contact information for all subcommittee members.
- Discuss the scope provided, and identify any questions regarding the scope.
- Identify a process for presenting and discussing concepts to be included in concept paper(s).
- Set a schedule for future subcommittee meetings (subcommittee must meet at least monthly).
- Identify topics for discussion at the next subcommittee meeting.

## **Subcommittee Ground Rules**

1. Subcommittee time belongs to the subcommittee.
2. Every member participates.
3. All ideas deserve discussion.
4. Listen and ask questions.
5. Be respectful and courteous.
6. Stay on topic.
7. Work to understand every team member's perspective in order to better comprehend the motivation behind each concept put forth.
8. Meet deadlines and commitments.
9. Let people finish – no interruptions.
10. Ensure that all ideas requiring further evaluation are tracked for future discussion.