Message

From: Perovich, Gina [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6E3C19D7F4DB41BFA2477AA27AD83945-PEROVICH, GINA]
Sent: 2/23/2016 2:23:11 PM
To: Soto, Vicki [Soto.Vicki@epa.gov]
Subject: FW: Data for Ken on FTE assigned to IRIS and the other HHRA projects – TEB allocation
Attachments: IRIS staffing matrix Revised 02 18 16.rs.xlsx

Gina Perovich
Deputy Director
IRIS Program
USEPA/ORD/NCEA
703-347-8656

From: Subramaniam, Ravi
Sent: Monday, February 22, 2016 3:02 PM
To: Perovich, Gina <Perovich.Gina@epa.gov>
Cc: Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>; Arzuaga, Xabier <Arzuaga.Xabier@epa.gov>; Hogan, Karen <Hogan.Karen@epa.gov>; Newhouse, Kathleen <Newhouse.Kathleen@epa.gov>; Rutigliano, Marian <Rutigliano.Marian@epa.gov>; Walker, Teneille <Walker.Teneille@epa.gov>
Subject: RE: Data for Ken on FTE assigned to IRIS and the other HHRA projects – TEB allocation

Gina:

Attaching FTE allocation of TEB staff on various HHRA themes.

IRIS staffing matrix Revised 02 18 ...

--Ravi.

Ravi Subramaniam, PhD / Chief (acting), Toxic Effects Branch-IRIS, NCEA-ORD, EPA.
Room N7873/ **Ph: (703) 347-8606 (o)** Ex. 6 Personal Privacy (PP)

From: Perovich, Gina
Sent: Monday, February 22, 2016 11:07 AM
To: Ross, Christine <Ross.Christine@epa.gov>; Cogliano, Vincent <cogliano.vincent@epa.gov>; Gatchett, Annette <Gatchett.Annette@epa.gov>; Hawkins, Belinda <Hawkins.Belinda@epa.gov>; Troyer, Michael <Troyer.Michael@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>; Walsh, Debra <Walsh.Debra@epa.gov>; Sams, Reeder <Sams.Reeder@epa.gov>; Sonawane, Bob <Sonawane.Bob@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>; Ross, Mary <Ross.Mary@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>; Flowers, Lynn <Flowers.Lynn@epa.gov>; Birchfield, Norman <Birchfield.Norman@epa.gov>; Berner, Ted

<Berner.Ted@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Dutton, Steven <Dutton.Steven@epa.gov>; Avery, James <Avery.James@epa.gov>; D'Amico, Louis <DAmico.Louis@epa.gov>; Morozov, Viktor <Morozov.Viktor@epa.gov>; Bussard, David <Bussard.David@epa.gov>; West, Jeremy <West.Jeremy@epa.gov>; Hagerthey, Scot <Hagerthey.Scot@epa.gov>; Davis, Allen <Davis.Allen@epa.gov>; Bierwagen, Britta <Bierwagen.Britta@epa.gov>
Subject: Data for Ken on FTE assigned to IRIS and the other HHRA projects – is due by NOON TODAY.

Just a reminder that the data that Ken has requested on FTE assigned to IRIS and the other HHRA projects – is due by NOON TODAY.

PLEASE SEE E-MAIL TRAIL BELOW – There was an initial request from me, with instructions (See #2 "DATA CALL" in my original e-mail), followed by a revised worksheet from Vicki.

From: Soto, Vicki
Sent: Thursday, February 18, 2016 3:04 PM
To: Ross, Christine <Ross.Christine@epa.gov>; Cogliano, Vincent <cogliano.vincent@epa.gov>; Gatchett, Annette <Gatchett.Annette@epa.gov>; Hawkins, Belinda <Hawkins.Belinda@epa.gov>; Troyer, Michael <Troyer.Michael@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>; Walsh, Debra <Walsh.Debra@epa.gov>; Sams, Reeder <Sams.Reeder@epa.gov>; Perovich, Gina <Perovich.Gina@epa.gov>; Sonawane, Bob <Sonawane.Bob@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>; Ross, Mary <Ross.Mary@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>; Flowers, Lynn <Flowers.Lynn@epa.gov>; Birchfield, Norman <Birchfield.Norman@epa.gov>; Berner, Ted <Berner.Ted@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Dutton, Steven <Dutton.Steven@epa.gov>; Avery, James <Avery.James@epa.gov>; D'Amico, Louis <DAmico.Louis@epa.gov>; Morozov, Viktor <Morozov.Viktor@epa.gov>; Bussard, David <Bussard.David@epa.gov>; West, Jeremy <West.Jeremy@epa.gov>; Hagerthey, Scot <Hagerthey.Scot@epa.gov>; Davis, Allen <Davis.Allen@epa.gov>; Bierwagen, Britta <Bierwagen.Britta@epa.gov>
Subject: ACTION REQUIRED: updated staffing matrix (IRIS Management Council Meeting)

Hi, Gina asked me to update the staffing matrix to include space for you to add information about HHRA projects 2-9. I've added a second worksheet to this file (attached). Just enter the numbers for each person under each project and they will be summed automatically and also transferred to the main worksheet. Please send back to me by noon on Monday. I will compile everyone's responses back into a master document. Please let me know if you have questions or problems with the file.

Thanks
Vicki

<< File: IRIS staffing matrix Revised 02 18 16.xlsx >>

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From: Perovich, Gina

Sent: Thursday, February 18, 2016 11:43 AM
To: Ross, Christine <Ross.Christine@epa.gov>; Cogliano, Vincent <cogliano.vincent@epa.gov>; Gatchett, Annette <Gatchett.Annette@epa.gov>; Hawkins, Belinda <Hawkins.Belinda@epa.gov>; Troyer, Michael <Troyer.Michael@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>; Walsh, Debra <Walsh.Debra@epa.gov>; Sams, Reeder <Sams.Reeder@epa.gov>; Perovich, Gina <Perovich.Gina@epa.gov>; 'Sonawane, Bob' <Sonawane.Bob@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>; Ross, Mary <Ross.Mary@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>; Flowers, Lynn <Flowers.Lynn@epa.gov>; Birchfield, Norman <Birchfield.Norman@epa.gov>; Berner, Ted <Berner.Ted@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Dutton, Steven <Dutton.Steven@epa.gov>; Avery, James <Avery.James@epa.gov>; D'Amico, Louis <DAmico.Louis@epa.gov>; Morozov, Viktor <Morozov.Viktor@epa.gov>; Bussard, David <Bussard.David@epa.gov>; West, Jeremy <West.Jeremy@epa.gov>; Hagerthey, Scot <Hagerthey.Scot@epa.gov>; Davis, Allen <Davis.Allen@epa.gov>; Bierwagen, Britta <Bierwagen.Britta@epa.gov>
Subject: IRIS MC mtg - CANCELLED due to Bob's party - BUT - read whole e-mail for important info on items due!!

Hi All – We are going to cancel today's MC mtg due to Bob's party.

However – we would like to follow-up on a few urgent items via e-mail:

1)SIX MONTH OUTLOOK – The newest version of the six month outlook is attached to this e-mail. We have our monthly IRIS briefing with Kavlock next Wed and need to have materials to him by COB Monday. IF you have any changes or unable to make any of the dates projected, please let us know by MONDAY @ NOON.

2) DATA CALL – Ken is asking for some more granularity regarding FTE utilized on IRIS and the other HHRA projects. We have most of this info convered in our staffing matrix, but we need a bit more. VICKI WILL BE SENDING AN UPDATED MATRIX WITH INSTRUCTIONS – but, in the meantime, below is a description of what we need to capture, so you can start thinking about it. THIS WILL BE DUE MONDAY @ NOON (Ken wants it before Tuesday).

a. We will need you to please check out the "allocated to IRIS" column (HHRA Project 1)and verify that this is correct for each of your staff members on this sheet. This number should reflect the total time allocated to IRIS assessments only (HHRA Project 1).

b. Next, the other HHRA columns will need to capture efforts across HHRA projects 2-9. So far, we have just indicated people's participation in other HHRA projects with a letter. We need to get those populated with an actual number (fraction of an FTE to the nearest tenth) that accurately represents how much time is/will be spent in the other HHRA areas (no need to capture down to task level – just overall time spent working in the project area). Vicki will likely create a separate tab within the workbook that will serve as a worksheet for you to record your data. That will then sum up to a master column on the main matrix with a number that will represent the total fraction of someone's FTE across Projects 2-9.

c. Then – you will need to QA the numbers for your staff, making sure that the time spent on the various HHRA projects, including IRIS, doesn't add up to more than 1.0 FTE.

d. STAY TUNED FOR INSTRUCTIONS FROM VICKI.

3) Please look over the e-mail from Vicki below that provides notes from the last MC and lists action items. Please look at the action items and let me know where you stand on those via e-mail.

Thank you!
Gina

<< File: IRIS6mo-2k16-03.doc >>

Gina Perovich
Deputy Director
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From: Soto, Vicki
Sent: Wednesday, February 17, 2016 1:46 PM
To: Ross, Christine <Ross.Christine@epa.gov>; Cogliano, Vincent <cogliano.vincent@epa.gov>; Gatchett, Annette <Gatchett.Annette@epa.gov>; Hawkins, Belinda <Hawkins.Belinda@epa.gov>; Troyer, Michael <Troyer.Michael@epa.gov>; Vandenberg, John <Vandenberg.John@epa.gov>; Walsh, Debra <Walsh.Debra@epa.gov>; Sams, Reeder <Sams.Reeder@epa.gov>; Perovich, Gina <Perovich.Gina@epa.gov>; Sonawane, Bob <Sonawane.Bob@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>; Ross, Mary <Ross.Mary@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>; Flowers, Lynn <Flowers.Lynn@epa.gov>; Birchfield, Norman <Birchfield.Norman@epa.gov>; Berner, Ted <Berner.Ted@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Dutton, Steven <Dutton.Steven@epa.gov>; Avery, James <Avery.James@epa.gov>; D'Amico, Louis <DAmico.Louis@epa.gov>; Morozov, Viktor <Morozov.Viktor@epa.gov>; Bussard, David <Bussard.David@epa.gov>; West, Jeremy <West.Jeremy@epa.gov>; Hagerthey, Scot <Hagerthey.Scot@epa.gov>; Davis, Allen <Davis.Allen@epa.gov>; Bierwagen, Britta <Bierwagen.Britta@epa.gov>
Subject: RE: IRIS Management Council Meeting

Hi – here are the action items from the minutes from last week and also the edits to the staffing matrix (please let me know if I missed any). The minutes and updated staffing matrix are attached. – Thanks Vicki

Action Items

AI: Gina still working on Roles and Responsibilities. Norm, Lynn and Sue R. will update and incorporate changes. David and Lynn will write up a procedure for dissenting opinions in workgroups and how to try to reach consensus or how to elevate to the Science Council (i.e., proponents, work group chairs, science council, reporting/looping back).
AI: Mary will follow up with Elaine about the PKWG duties.
AI: Sue and Andrew additional discussions with SRC and the new POP. Want to do as much phthalates as possible before PCBs. Will discuss with staff.
AI: HBCD – remove Kathleen, updated schedule. Management review sometime in August.
AI: Discuss Lit-Extractor in a future meeting, maybe identify end users to help with development.
AI: Vince will follow up with Lynn RE epi support for PFOA/PFOS (ie, Glinda, Mike W, or Tom/Barbara).
AI: CM and BC will have to define needs or say they don't have capacity (for napthalene CTGI-discussion of endpoints and Margaret Pratt)
Andrew will speak to Teneille (about cancer and phthalates)

Edits to Matrix

Annette - to Other and x to Ethylbenzene
Glinda – x in urgent column of PFOS/PFOA
Amanda – x under ethylbenzene
Allen – x under ethylbenzene
Beth Radke – x under napthalene
Kathleen N – remove from PCBs
Marianne – x under PCBs
Anu – leave under PCBs as a reviewer.
Anu – x under BBP and DINP
Did NOT add Reid or remove Fox from Ethylbenzene
Remove Jane Caldwell from phthalates

<< File: IRIS staffing matrix Revised 02 16 16.xlsx >> << File: IMC Minutes 2 11 16.docx >>

-----Original Appointment-----
From: Ross, Christine
Sent: Thursday, November 19, 2015 1:32 PM
To: Ross, Christine; Cogliano, Vincent; Gatchett, Annette; Hawkins, Belinda; Troyer, Michael; Vandenberg, John; Walsh, Debra; Sams, Reeder; Perovich, Gina; Sonawane, Bob; Rieth, Susan; Ross, Mary; Soto, Vicki; Subramaniam, Ravi; Flowers, Lynn; Birchfield, Norman; Berner, Ted; Hotchkiss, Andrew; Dutton, Steven; Avery, James; D'Amico, Louis; Morozov, Viktor; Bussard, David; West, Jeremy; Hagerthey, Scot; Davis, Allen; Bierwagen, Britta
Subject: IRIS Management Council Meeting
When: Thursday, February 18, 2016 1:30 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomPYN7100-River/ORD-NCEA-DC

Videoconferencing will be available. Call-in number: Ex. 6 Personal Privacy (PP)

NOTE: Room number for PY will change in early 2016.

Room number in RTP is B-249.

Added (1/6.16): Room number in CIN is AG-40.