**EPA**

United States Environmental Protection Agency
Washington, DC 20460

# Work Assignment

Work Assignment Number: 1-05

☐ Other ☐ Amendment Number:

Contract Number: EP-D-14-031

Contract Period: 10/01/2014 To 09/30/2016

Base X Option Period Number

Title of Work Assignment/SF Site Name: AIR EMISSIONS REPORTING

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 10/01/2015 To 09/30/2016

Comments:
THE PURPOSE OF THIS ACTION IS TO INITIATE WA 1-05 E-ENTERPRISE COMBINED AIR EMISSIONS REPORTING - IMPLEMENTATION PLAN, WITH AN INITIAL LOE OF 200 HOURS FOR START UP WORK. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. THIS WORK DOES NOT DUPLICATE ANY WORK PREVIOUSLY PERFORMED UNDER MY AUTHORITY.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
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## Authorized Work Assignment Ceiling

Contract Period: 10/01/2014 To 09/30/2016 Cost/Fee: LOE:

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name: Sally Dombrowski
(Signature) (Date)
Branch/Mail Code:
Phone Number: 919-541-3269
FAX Number:

Project Officer Name: Lorraine Reddick
(Signature) (Date)
Branch/Mail Code:
Phone Number: 202-564-1293
FAX Number:

Other Agency Official Name
(Signature) (Date)
Branch/Mail Code:
Phone Number:
FAX Number:

Contracting Official Name: Otelia Newsome
Newsome, Otelia
Digitally signed by Newsome, Otelia
DN: cn=Newsome, Otelia, email=Newsome.Otelia@epa.gov
Date: 2015.10.01 15:51:35 -04'00'
(Signature) (Date)
Branch/Mail Code:
Phone Number: 919-541-3164
FAX Number:

# STATEMENT OF WORK

**Title:** E-Enterprise Combined Air Emissions Reporting – Implementation Plan

**Contractor:** Industrial Economics, Inc.

**Contract Number:** EP-D-14-031

**Work Assignment (WA):** 1-05

**WA Contracting Officer's Representative (WAM):**
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## I. Background

E-Enterprise for the Environment (E-Enterprise) is a transformative 21st century strategy to reshape how government agencies deliver environmental protection. Through joint governance, the states, EPA, and tribes are collaboratively modernizing business processes and driving and sharing innovations across agencies and programs. These changes will improve environmental results and enhance services to the regulated community and the public by making government more efficient and effective.

As part of this initiative, the E-Enterprise Leadership Council selected five scoping projects for business cases and return on investment analyses (ROI). One of these projects was the Combined Air Emissions Reporting project.

### Combined Air Emissions Scoping Project

Air emissions information is currently collected by the EPA, state or local air agencies through numerous separate regulations, in a variety of formats, according to different reporting schedules, that use multiple routes of data transfer. For example, facility attributes are required to be reported separately by the Greenhouse Gas Reporting Program (GHGRP), the Toxics Release Inventory (TRI), the National Emissions Inventory (NEI) via state air agencies, and compliance reporting requirements

for Part 60 and Part 63 regulations. Some of the information is sent directly to EPA by regulated entities, while other information is sent by the regulated entity to a state or local air agency that uses it for its own purposes and sends nationally required information to EPA.

All of these programs are extremely important to the EPA and states for purposes that include air quality planning, informing policy development, implementing Clean Air Act obligations, evaluating compliance, and informing applied research. However, as a result of the current makeup, adverse impacts have been observed that include:

- Increased **cost to government** (EPA and state, and possibly local air agencies) due to managing differing schedules, reconciling data after the fact, etc.;
- Increased **burden to the reporting community** due to managing schedules, submitting potentially redundant information, too many possibilities to miss compliance deadlines, and the use of different formats; and
- Issues with access to data such as **timeliness, completeness, consistency and data quality** for both government data users and the public, which may result in less use of the data as well as incomplete analyses.

**To help solve these issues, this project focuses on two things:**

- Identifying air emissions reporting requirements and consider options for streamlining
- Improving consistency in the delivery of collected air emissions information

The Combined Air Emissions team developed a vision for the "to be" state for this project during its February 2015 LEAN event. During our discussions of the development of the ROI and early wins, it became obvious that the "to be" state needed to be fleshed out and documented. Once the "to be" state is more fully characterized, an implementation plan would be needed to be developed taking into account other complementary work (e.g. a revised Facility ID system) and estimates of the resources needed by EPA and the States to achieve the vision of the "to be" state.

Business cases and return on investment were completed in June, 2015. An implementation plan is a logical next step towards realizing the "to be" state. This plan would establish the major building blocks, identify time frames for implementing each phase, identify key unknowns and challenges, and explore resolving those challenges as resources allowed. Deliverables include:

### TASK 1. Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract. The contractor's workplan should ensure that all deliverables in the statement of work (SOW) are completed and approved no later October 15, 2015.

### TASK 2. Assist with Internal and External Stakeholder Meetings

The contractor may be asked by the EPA technical expert to attend internal workgroup calls and briefings (by telephone or videoconference). We do not anticipate it to be necessary to

travel to Research Triangle Park, NC to meet with staff at EPA regarding this assignment. Specific protocols for contractor participation at EPA meetings will be discussed prior to those meetings. At a minimum, the contractor must take thorough notes and, when requested, provide a post-meeting report to the WAM within 3 business days following the meeting. The report shall include action items with names of the persons responsible for completion of each item, resolved issues, and unresolved issues. The WAM will review the draft and provide written comments within 5 days, which the contractor shall incorporate into the final summary report within 5 working days after receipt of the WAM's comments.

**TASK 2. Create Implementation Plan**

The contractor, upon receiving technical direction from the WAM and/or technical expert, shall gather additional supporting data and perform the analyses necessary to address technical, shared services and policy issues in the development of this implementation plan.

The contractor shall prepare up to 20 preliminary and final draft documents for the WAM's review. The WAM will identify and describe the analysis/issues to be provided and will include a proposed schedule in each written technical direction.

This plan will address, at a minimum, the following areas:

- Identify next steps, timing and cost estimates for the implementation of the "to be" state.
- Identifies issues, possible solutions and costs for resolution of identified issues.

**TASK 3. Develop Outreach Materials**

Upon written technical direction from the WAM or technical expert, the Contractor shall develop outreach materials, to be reviewed and approved by the WAM, that incorporate information about the provisions of the work produced in task 2 as appropriate.

The Contractor shall provide the WAM with a schedule for finalizing outreach deliverable documents as needed. The Contractor shall prepare up to 4 drafts after the WAM's initial request and a final draft of the outreach document for the WAM's review and comment. The WAM will provide written comments to the Contractor on the revised drafts within 14 working days of receipt. The Contractor shall prepare the final materials to reflect comments received from the WAM within 5 working days after the WAM provides comments.

## II. Quality Assurance Project Plan (QAPP)

A Quality Assurance Project Plan (QAPP) dated April 30, 2014, was approved by the EPA Quality Assurance Manager on May 8, 2014. The QAPP remains in effect for this WA.

## III. Reporting Requirements

Reports shall be in accordance with the reporting requirements of the contract as well as the following:

1. The contractor shall provide computer files in Microsoft Office compatible formats for all written draft or final reports deliverable under this WA to the WAM.

2. Each document shall follow a traditional outline format with established headings and subheadings. The documents must be consistent with Plain Writing Act of 2010 (http://www.plainlanguage.gov/index.cfm) and citations must be consistent with *The Bluebook: A Uniform System of Citation* (https://www.legalbluebook.com/).