

**Resource Conservation and Recovery Act
Facilities Investigation Remedy Selection Track (FIRST)
Caribbean Environmental Protection Division Toolbox Training**

February 22-24, 2017

Guaynabo, PR

Agenda Day 1 Wednesday February 22, 2017	
9:00 – 9:15 AM	<p>Welcome, Safety Brief and Introduction <i>Carmen Guerrero, Director, Caribbean Environmental Protection Division</i> <i>David Cuevas-Miranda, PhD Lead Physical Scientist</i> Caribbean Environmental Protection Division - US EPA-Region 2</p>
9:15-9:30AM	<p>Why We Are Here: The RCRA 2020 Universe /Lean Results/RCRA FIRST <i>Paul Gotthold, Joel Hennessy, and Luis Pizarro EPA Region 3</i></p> <ul style="list-style-type: none"> ■ Overview of EPA Region 2 Caribbean Office CA Universe ■ the Region 3 and Region 7 Lean events – what happened? ■ New Perspectives on Business Process applied to RCRA CA
9:30-10:15 AM	<p>Discussion of Root Cause(s) of Inefficiency / Group Exercise/Survey Results</p> <ul style="list-style-type: none"> ■ Root Causes – group exercise ■ Root Causes Revealed/ Introduction to the contents of the RCRA FIRST Toolbox
10:15-10:30AM	Break
10:30 AM-12:00 PM	<p>Overview of the RCRA FIRST Approach / Introduction to the RCRA FIRST Toolbox</p> <ul style="list-style-type: none"> ■ How to use the Toolbox resources to incorporate elements of RCRA FIRST into your corrective action process, including how to get started, and where within the process tools are applicable/ addressing the root causes
12:00-1:00 PM	Lunch
1:00-2:00 PM	<p>Major Tools – A Closer Look</p> <ul style="list-style-type: none"> ■ RCRA FIRST Tools Explained ■ Highlighted: CAF Meeting, CAF Template, Elevation, RSP Meeting, RSP Template
2:00-2:30 PM	<p>Case Studies of Successful RCRA FIRST projects- Group Exercise Set Up</p> <ul style="list-style-type: none"> ■ California DTSC, Region3 Pennsylvania DEP ■ Set Up for Breakout Session
2:30-2:45 PM	Break
2:45- 3:30 PM	<p>Exercise: Corrective Action Framework Meeting</p> <ul style="list-style-type: none"> ■ Breakout Groups discuss Scenarios 1-4
3:30-4:00 PM	<p>Presentations from Groups/Discussion of Outcomes</p> <ul style="list-style-type: none"> ■ Discussion and Q&A - Make Sense? Answers Revealed!
4:00-4:30 PM	<p>Data Collection and Process Control- Review the Day</p> <ul style="list-style-type: none"> ■ Measuring the Process- Tracking Progress- Monitoring the Pipeline ■ Review the Day

Agenda Day 2 Thursday, February 23, 2017

9:00 – 9:15 AM	Welcome, Safety Brief and Introduction Recap Day 1- Preview Day 2
9:15-10:30 AM	Developing Effective Corrective Action Objectives <i>Joel Hennessy, EPA Region 3</i> <ul style="list-style-type: none"> ■ Understand how to improve Corrective Action Objectives to prevent process delays ■ Group Discussion: walk through a scenario to develop Corrective Action Objectives
10:30-10:45 AM	Break
10:45 AM-12:00 PM	Exercise: Remedy Selection Process Meeting <ul style="list-style-type: none"> ■ Breakout Groups develop Corrective Action Objectives
12:00-1:00 PM	Lunch
1:00-2:00 PM	Presentations from Groups/Discussion of Exercise Scenarios 1-4
2:00-2:30 PM	Case Studies of Successful RCRA FIRST projects- Group Exercise Set Up <ul style="list-style-type: none"> ■ Examples of Effective Corrective Action Objectives ■ Available Support- Follow Up ■ Key Messages
	END of TRAINING
3:00 PM-5:00 PM	Facility CAF/RSP Meeting 3:00-5:00 (invitees only)

Agenda Day 3 Friday, February 24, 2017 CAF Meeting with Selected Facility /EPA Project Team
