

June 28, 2017

Delaware USTAC



Agenda

- Introductions 10:00-10:05
- Review of Minutes from May 10, 2017 Meeting 10:05-10:15
- DNREC Response To Comment Document 10:15-12:00
- Lunch Break 12:00-1:15
- Continued Discussion as Needed 1:15-2:45
- Goals for Next Meeting 2:45-2:50
- Public Comment 2:50-3:00



Purpose of USTAC

- The purpose of the Underground Storage Tank Advisory Committee is to provide feedback and assist the Department in developing changes to the Delaware Underground Storage Tank Regulations and improving Delaware's Underground Storage Tank Program.
- Members are expected to share their perspective and technical expertise to assist DNREC in these efforts.



Meeting Governance

Chair: Alex Rittberg and Co-Chair Lori Spagnolo (Primary Facilitators) Focuses on the process – the how of the session. Preserves the integrity and disciplined use of the process. Guides the process without directing it. Invites people to attend the meeting and designates them as committee members.

Committee Members Share responsibility for a successful group session with the primary facilitator.

Note Taker: Jenn Vavala Takes detailed notes of the meeting for distribution later.

Timekeeper: Sara Golladay Monitors how long the group is taking to accomplish its tasks. Provides regular updates to keep group members moving forward.

Meeting Governance

USTTAC Meeting Ground Rules



- Start and End on Time
- No side conversations
- Respect the agenda
- Keep an open mind
- Respect differences of opinion
- No personal attacks
- Be positive
- Speak one at a time and give everyone a chance to speak
- Be honest and have trust
- Ask questions
- Help facilitator, scribe and note taker capture ideas accurately.
- State a purpose when introducing each new topic.
- Decisions by consensus with motions and votes
- Bio breaks as needed
- Share responsibility for team's progress

Promulgation Schedule



Tuesday January 24, 2017

Discuss Initial Draft of Changes with the USTAC

Friday March 31, 2017

Share 2nd draft of changes with USTAC and EPA

Wednesday, April 12, 2017

USTAC Meeting Part A and Part B (10 a.m. - 3 p.m.)

Wednesday, May 10, 2017

USTAC Meeting Part A, Part B, Part E (1 - 3 p.m.)

Wednesday, **June 28 2017**

USTAC Meeting Part A, Part B, Part C, Part D, Part E (1 - 3 p.m.)

Thursday **July 28 2017**

Make any necessary changes to 3rd draft and share with USTAC and EPA

Promulgation Schedule (Cont.)

August–October 2017

EPA Review

November 15, 2017

Conduct USTAC₄ Meeting

January 2018

Conduct Public Workshops

March 2018

Proposed Regulations to State Registrar

July 2018

Promulgation by Cabinet Secretary

October 2018

State Program Approval Submitted



Written Comments on the Draft
Regulations Can be sent to

DNREC_USTRegulations@state.de.us

Public Comment