

**NATIONAL CONVERSATION ON PUBLIC HEALTH AND CHEMICAL EXPOSURES
CHEMICAL EMERGENCIES**

**Meeting #4 Summary
Conference Call
March 1, 2010**

Meeting Objectives:

- Reach shared understanding of the direction of the Work Group and subgroups, drawing on the Work Group report template
- Learn about NCEH/ATSDR's role in assisting with the reports
- Receive updates on work products and tasks from the System & Coordination and Training Subgroups
- Identify the path moving forward for the subgroups, drawing on the Work Group report template
- Learn about use of the shared webspace
- Receive updates on the overall National Conversation
- Decide on next steps and assignments

Upcoming Meeting/Call	When & Where	Suggested Agenda Items
Fifth work group meeting (Baltimore, MD)	Begins: Noon, April 19 th , 2010 Ends: 4:30pm, April 20 th , 2010 BWI Airport (Venue TBD), Baltimore, MD	<ul style="list-style-type: none"> • Review and discuss subgroups' outlines of recommendations and segments of report • Working session to develop recommendation drafts • Discuss results of ASTHO needs assessment and first web dialogue

I. Action Items

System and Coordination Subgroup (S&C)		
Flesh out ideas for recommendations, continue developing work products with goal of completing draft subgroup reports and circulating them to the Work Group by March 30 th	Subgroup membership	March 30, 2010
Final draft of subgroup report should be complete	Subgroup membership	April 19-20, 2010
Training and Capacity Building Subgroup (T&CB)		
Flesh out ideas for recommendations, continue developing work products with goal of completing draft subgroup reports and circulating them to the Work Group by March 30 th	Subgroup membership	March 30, 2010

Final draft of subgroup report should be complete	Subgroup membership	April 19-20, 2010
Leadership Team Tasks	Who	Completed by
Share background information on the web dialogue with WG	Dana	ASAP
Follow up with logistics information on the April meeting	Montrece / contractor	ASAP
Add charge language to the WG Final Report Template and post on shared webspace	Montrece	March 2, 2010
Develop a Forum discussion to allow the WG to submit and discuss definitions of a 'chemical emergency.'	Montrece	March 2, 2010
Full Work Group Tasks	Who	Completed by
Notify Montrece if travel support to the April meeting is needed	WG members	March 5, 2010

II. Decisions

The Work Group reached the following decisions:

- That the Case Studies Task Group should reconvene to consider the input from the Work Group and prepare a proposal for moving forward on the case studies
- To continue the discussion of the definition of chemical emergencies on a [forum](#) on the shared webspace

III. Meeting Summary

1) Welcome, Introductions, and Agenda Review

Andrea Kidd Taylor, Work Group (WG) chair, welcomed members. She welcomed new WG member Syndi Smallwood of the Pechanga Band of Lusieno Indians, who will serve as a tribal representative. She acknowledged that the WG will benefit greatly from the addition of her perspective and experience. Following this welcome, Dana Goodson, WG facilitator, reviewed and finalized the meeting agenda (see Appendix A). Dana then led the group through a roll call.

2) Overview of Work Group's Direction

Andrea reviewed the final Work Group report template (Appendix B), our work to date, and how we move forward. She noted that the entire report will be about 20-25 pages, and that many of the current subgroup tasks will be the feedstock for our final report. Andrea advised that it is important that the WG abide by established timelines, and reminded the group that the first rough draft of the final report should be completed by May 2010.

Montrece Ransom, NCEH/ATSDR staff to the WG, commented on the NCEH/ATSDR role in compiling the final report. She noted that the final report should be the work of the WG. Members are responsible for drafting the content for each section, submitting that information to Montrece, and she will assemble the information and assist with editing of the content. WG members will author the final report.

3) Update from Responder Training/Capacity Building Subgroup

Subgroup co-chairs Clark Phinney and Wanda Lizak Welles led the discussion on the subgroup's progress. Clark noted that the subgroup has added an ammonia release scenario to help identify issues and competencies in strengthening responder training and building preparedness and response capacity. The subgroup is going adding this scenario to their outline.

4) Update from Systems/Coordination Subgroup

The update from the Systems/Coordination Subgroup was presented by members of that subgroup. Fleming Fallon and Jacqueline McBride advised that they are continuing to populate the subgroup's matrix of unmet needs.

The subgroup is identifying 2-3 case studies that can be used as examples to help identify unmet needs. Subgroup members noted the continuing challenge of selecting a third case study. Questions have been raised about whether a case study focused on a landfill incident associated with a natural disaster is within the scope of the WG charge. A WG member pointed out that no two or three case studies will cover everything, and suggested the subgroup pull what is needed from a variety of case studies. Another member expressed concern that such an approach would not be as organized, and the work group's logic would be more difficult to follow.

Andrea suggested that the Case Studies Task Group (a subset of the Systems/Coordination Subgroup) use the two existing case studies, so as to ensure the work moves forward, and suggested that the task group finalize and edit the two existing case studies and bring them to the April meeting. Members noted that several task group members were absent from the call and decided this issue should be taken up when all parties are together. At least one Systems/Coordination Subgroup member noted the need for a process for determining if a suggested third case study is appropriate. Subgroup members reiterated the importance of considering vulnerable populations, including issues such as age and language barriers.

Questions and Discussion:

What is meant by 'Chemical Emergency?'

WG members discussed the importance of deciding upon a uniform definition of a 'chemical emergency.' According to one WG member, in its broadest sense, a chemical emergency can be defined as any situation or event which exceeds local response capabilities. Montrece requested that suggested definitions be sent to her via email, and she was asked to start a [forum](#) on the CEWG shared webspace to allow the WG to review and decide upon a definition of a 'chemical emergency' which meets the needs of the CEWG.

5) Update on Shared Webspaces

Montrece noted that WG members received an email welcoming them to the shared Web space on February 11, 2010. The URL is <http://www.nationalconversation-projectsite.org/>. She also noted that the most useful Web space tools include the Calendar, the Documents section, and the Forum. She offered to send WG members quick tips for using the Web space this week. Members requested that Montrece resend the log-in instructions.

6) National Conversation Updates

Membership Protocol Update

Dana provided an update on membership protocol and operating procedures finalized by the LC on January 29, 2010. In particular, she shared the following excerpt from the Operating Procedures, establishing the absence policy,:

Each work group member is expected to make a good faith effort to participate in all meetings and conference calls. No alternates will be appointed. If a member misses four calls or meetings following the adoption of these protocols, this will be considered a resignation from the work group unless the member has contributed substantially in other ways and special arrangements have been made with the chair.

Dana noted that this policy is to ensure that all members understand, have the opportunity to contribute to, and are comfortable with the WG's recommendations and final report. The goal is for the WG members to be able to reach consensus and support the final WG report. If members wish to remain involved but think they might miss four calls/meetings, they should contact Dana or Andrea to discuss ways to remain involved.

Web Dialogue April 5-7, 2010

Dana also provided an overview of the upcoming April 5-7 Web dialogue and solicited WG members to serve as volunteer expert panelists. She agreed to send background information on this opportunity to the full WG.

7) Next Steps and Assignments

Update on April meeting

Montrece mentioned that the contractor who will be responsible for the travel and logistics for the April 19-20 CEWG in-person meeting should be on board within the next week. Dana advised that those who need travel support should let Montrece know no later than Friday, March 5th. Montrece mentioned that the plan is to hold the meeting in Baltimore, near the BWI Airport. If possible, she will secure the BWI Marriott. More information on the logistics for this meeting will follow via email soon.

8) Adjourn Conference Call

The meeting was adjourned at 3:51pm Eastern by the WG chair, Andrea Kidd Taylor.

IV. Participation

Members Present:

Confirmed Members

Nathan Birnbaum, USDA Animal and Plant Health Inspection Service
Jacque Darbonne, Harris County Public Health & Environmental Services
Fleming Fallon, Bowling Green State University
Betsy Kagey, Georgia Division of Public Health
Mark Kirk, U.S. Department of Homeland Security
Andrea Kidd Taylor, Morgan State University (*chair*)
Wanda Lizak Welles, New York State Department of Health
Jacqueline McBride, Love, Peace and Prosperity International, Inc
Maureen Orr, Agency for Toxic Substances and Disease Registry
Paul Orum, NGO Chemical Safety Consultant
Susan Palchick, Hennepin County
Clark Phinney, Maine Oxy
Darius Sivin, International Union, UAW
Derek Swick, American Petroleum Institute

Regrets:

Bill Benerman, Denver Department of Environmental Health
John Bresland, U.S. Chemical Safety Board
Susan Cibulsky, U.S. Department of Health and Human Services
Kathleen Curtis, Clean New York
James Eaton, Maine Health and Environmental Testing Lab
Michael Greenberg, American Academy of Clinical Toxicology
Joseph Hughes, National Institute of Environmental Health Sciences
Nancy Hughes, American Nurses Association
James James, American Medical Association
Erik Janus, CropLife America
Kimberly Jennings, U.S. Environmental Protection Agency
Todd Jordan, Occupational Safety and Health Administration
Syndi Smallwood, Pechanga Band of Lusieno Indians
Constance Thomas, South Fulton and Fayette Community Task Force
Anthony Tomassoni, Yale University School of Medicine

Facilitation & Staff Team Present:

Scott Deitchman, NCEH/ATSDR *senior liaison*
Dana Goodson, RESOLVE *facilitator*
Montrece Ransom, NCEH/ATSDR *staff*

APPENDIX A
NATIONAL CONVERSATION ON PUBLIC HEALTH AND CHEMICAL EXPOSURES
Chemical Emergencies Work Group
Monday, March 1, 2:30 – 4:00 Eastern
Number: 866-747-7570
Code: 6568727

Proposed Call Agenda

Call Objectives:

- Reach shared understanding of the direction of the Work Group and subgroups, drawing on the Work Group report template
- Learn about NCEH/ATSDR's role in assisting with the reports
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Time	Topic	Lead(s)
2:30 – 2:40	Welcome, Introductions, and Agenda Review <ul style="list-style-type: none"> • Welcome members to call – <i>Andrea Kidd Taylor</i> • Review and approve conference call agenda – <i>Dana Goodson</i> • Roll call – <i>Dana Goodson</i> 	Andrea Kidd Taylor, WG chair, and Dana Goodson, WG facilitator
2:40 – 2:50	Overview of Work Group's Direction <ul style="list-style-type: none"> • Review of Work Group template (<i>attached</i>), our work to date, and how we move forward – <i>Andrea Kidd Taylor</i> • NCEH/ATSDR's role – <i>Montrece Ransom</i> 	Andrea Kidd Taylor and Montrece Ransom, NCEH/ASTDR staff
2:50 – 3:10	Update from Responder Training/Capacity Building Subgroup <ul style="list-style-type: none"> • Update on the Subgroup's work and how the tasks fit into the Work Group report • Discussion of where the Subgroup is going next • Q&A 	Clark Phinney and Wanda Lizak Welles, Subgroup co-chairs Facilitated discussion

3:10 – 3:30	Update from the Systems/Coordination Subgroup <ul style="list-style-type: none">• Update on the Subgroup’s work and how the tasks fit into the Work Group report• Discussion of where the Subgroup is going next• Q&A	Erik Janus and Darius Sivin, Subgroup co-chairs Facilitated discussion
3:30 – 3:45	Update on Shared Webspace <ul style="list-style-type: none">• Overview of how we can use the webspace, its features and benefits• Q&A	Montrece Ransom Facilitated discussion
3:45 – 3:55	National Conversation Updates <ul style="list-style-type: none">• Work Group membership protocol from the Leadership Council• Upcoming web dialogue – volunteer expert panelists	Dana Goodson
3:55 – 4:00	Next Steps and Assignments <ul style="list-style-type: none">• Review of next steps and deadlines – <i>Dana Goodson</i>• Update on April 19-20 meeting – <i>Montrece Ransom</i>	Dana Goodson & Montrece Ransom
4:00	Adjourn Conference Call	Andrea Kidd Taylor

APPENDIX B
National Conversation on Public Health and Chemical Exposures
Work Group Report Template & Recommendation Characteristics

Outline

- I. Introduction (approx. 3 -4 pgs)
 - a. Work group charge, scope, and objectives
 - b. Process and methods used
 - i. Composition of work group/Subject matter expertise
 - ii. Use of subgroups and/or taskgroups and # of meetings
 - iii. Data sources (document/literature review)
 - iv. Note on terms and definitions
 - v. Caveats and/or limitations
- II. Current status of issues under consideration (approx. 5-6 pgs)
 - a. Major components of the nation's approach in this area
 - b. Strengths and Weaknesses
 - c. Impediments and opportunities
- III. Vision of a successful system for work group issue area (approx. 3 pgs)
 - a. Aspirational goals
 - b. Outcomes sought
- IV. Action recommendations (approx. 8-10 pgs)
 - a. No more than 12 bullet point recommendations (with no sub-bullets)
 - b. Each bullet should be accompanied by 1-2 paragraphs on expected outcomes/improvements, implementation, timeframe (near-term, long-term, etc.), and mechanisms for evaluating and/or tracking outcomes
 - c. Naming potential actor(s) is optional
- V. Conclusion (approx. 1 pg)
- VI. Bibliography/resources/references
- VII. Appendices

The characteristics of a high priority action include that it:

(The more characteristics apply to the recommendation, the higher priority the action)

- Is specific
- Is actionable
- Can be completed in three years or less
- Is a significant measureable step toward long-term change
- Maximizes public health impact
- Reduces disparities in public health outcomes by promoting equity, justice, and the protection of vulnerable populations
- Fosters increased efficiency
- Fosters collaboration and coordination

Together the actions suggested by the work group:

- Should be directed toward diverse sectors, both governmental and non-governmental
- Utilize a range of public health approaches¹

¹ Work groups are encouraged to refer to the [10 Essential Environmental Public Health Services](http://www.cdc.gov/nceh/ehs/Home/HealthService.htm) in developing recommendations that utilize various approaches. See <http://www.cdc.gov/nceh/ehs/Home/HealthService.htm>