Federal Remediation Technologies Roundtable
Web Site Operation Plan
www.frtr.gov
Final Version – December 9, 2004

Background

The Federal Remediation Technologies Roundtable (FRTR) was established in 1990 to bring together and encourage collaboration among top federal cleanup program managers and other remediation community representatives on developing, demonstrating, and using effective remediation technology at contaminated federal sites. FRTR members include the U.S. Environmental Protection Agency (EPA); U.S. Departments of Energy (DOE) and Interior (DOI); U.S. Department of Defense, including the U.S. Air Force, U.S. Navy, U.S. Army, Army Corps of Engineers (USACE), and Army Environmental Center (AEC); and the National Aeronautics and Space Administration.

The FRTR.GOV web site serves as the gateway for accessing the FRTR's technology transfer products and information on FRTR activities and meetings. The site is organized around major FRTR focus areas—FRTR Meetings, Technology Screening Tools, Technology Cost and Performance, and Remediation Optimization—which can be accessed from "navigation buttons" on the web site.

Although designed to be a useful tool for FRTR information, the FRTR.GOV web site is not designed to replace member agency web sites. In addition, the time and resources needed for operation and maintenance of the web site are not intended to be a burden on FRTR members. Therefore, the FRTR.GOV web site is designed without many "high-end" capabilities that require extensive operation and maintenance. In other words, the design of the FRTR.GOV web site is meant to be simple.

FRTR member agencies generate content, operate, and maintain the FRTR.GOV web site.

Implementation

The web site is hosted on a USACE Internet server, and the USACE Hazardous, Toxic and Radioactive Waste Center of Expertise in Omaha (NE) operates and performs day-to-day maintenance of the FRTR.GOV web site.

Search engines for the Technology Cost and Performance and Remediation Process Optimization case study databases are operated and maintained by EPA, through its contractor. The FRTR.GOV site links to a "masked" internet site hosting the databases. In other words, users are unaware when they leave the USACE's server to access the databases or when they come back to the USACE's server hosting the entire FRTR.GOV site. In addition, the AEC maintains the links and functionality of the Remediation Technologies Screening Matrix and Reference Guide, Version 4.0. However, this information tool is hosted on the USACE's Internet server.

Overall direction concerning content needs and generation of data and other information to meet those needs on the FRTR.GOV web site is the responsibility of all FRTR members. That is, the content and format of each of the major focus areas—FRTR Meetings, Technology Screening Tools, Technology Cost and Performance, and Remediation Optimization—is the responsibility of the lead agency for that

area, not the USACE.

In FY 05, FRTR members actively involved with the web site are expecting to direct a total of $85,000 worth of resources toward the operation and maintenance of the FRTR.GOV web site. The approximate breakdown of these resources for each member agency is the following:
- USACE estimates in-kind services to be $15,000 to operate and maintain the entire web site
- EPA plans to expend roughly $20,000 of extramural resources to assist in maintaining, the site, operating the two search engines, and updating the information in the search engines
- AEC estimates roughly $50,000 to operate, maintain, and update the remediation technologies screening matrix

Major Points-of-Contact

Internet Server – Maintenance, Operation, and Hosting the Information

Agency	Point of Contact	Area of Responsibility
USACE	Greg Mellema Eric Critchlow Marlene Hite	Manage Internet server and provide routine operation and maintenance of the entire web site, excluding technology screening matrix and case study search engines (www.frtr.gov)
EPA	Kelly Madalinski	Maintenance of case study search engines on cost & performance and optimization (costperformance.org/search.cfm and costperformance.org/optimization/search.cfm)
AEC	Layne Young	Manage the Remediation Technology Screening Matrix (www.frtr.gov/matrix2/top_page.html)

Content – Information Generation and Management

Focus Area	Agency	Point of Contact
What's Hot? What's New?	All FRTR Member Agencies	Greg Mellema, USACE
FRTR Meetings	EPA	Kelly Madalinski
Technology Screening Tools		
Remediation Technology Screening Matrix	AEC	Layne Young
Field Sampling and Analysis Matrix	EPA	Kelly Madalinski
Technology Cost and Performance	EPA	Kelly Madalinski
Remediation Optimization	EPA	Jean Balent Kathy Yager
Publications	All FRTR Member Agencies	Greg Mellema, USACE
Information Links	All FRTR Member Agencies	Greg Mellema, USACE

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<u>Operations</u>

Routine operation and maintenance of the FRTR.GOV web site includes the following:

- Tracking the number of visitors to the site. USACE will provide analysis on the usage of the web site and report out on the use at each semi-annual FRTR meeting.

- Identifying and repairing outdated links and adding new links provided by member agencies. USACE will routinely scan for broken links and repair them. Individual member agencies should notify USACE of new links and provide the proper Internet address for these links. USACE will add the links.

- Correcting content as the need for changes is identified by member agencies. Individual member agency representatives should notify USACE when changes are needed and provide replacement text if changes are substantial. USACE will implement the requested changes.

- Updating "What's Hot? What's New?" as needed to highlight changes in the site. USACE will change information on this page to announce addition of new or updated material to the site.

- Responding to user comments received. USACE will compile and report on comments received at each semi-annual FRTR meeting.

- Identifying need for and upgrading hardware and software as warranted.

- Reporting system down-time or outages. USACE will notify major points-of-contact among each member agencies when the web site is down.

For keeping the content up-to-date in each focus area, individual FRTR members are responsible for identifying the need to add new information to these areas on the FRTR.GOV web site, including assisting the USACE in making the changes.

New sections or focus areas can be added to the web site at anytime. Working with the USACE, FRTR member(s) wishing to add a new focus area or section are responsible for providing initial content for providing the new material and organization on the web site. USACE will design and construct new pages to accommodate new content and create graphics, as needed, to integrate new content into the existing site template and navigation system. If necessary, EPA will provide assistance with design and graphics for new html pages.

IT System Requirements

The FRTR.GOV web site is currently on a UNIX server, using Front Page 2000 and WS-FTP software. USACE also uses the web-based program XENU to check broken links. NetTracker, or a similar application, has been identified as having the capacity to track use of the web site.