

**NDWAC Contaminant Candidate List (CCL) Classification
Process Work Group**

National League of Cities Offices
1301 Pennsylvania Ave., Fifth Floor
Washington, DC 20004
(202) 626-3000
December 16-17, 2002

DRAFT Meeting Agenda

Meeting Objectives:

- *Review and approve draft ground rules discussed at September 2002 meeting*
- *Review proposed CCL Classification Process Work Group Work Plan and schedule*
- *Evaluate and possibly modify subgroups and subgroup member composition*
- *Report and provide feedback on subgroup activities to date:*
 - *Identify questions and issues the work group needs to address*
 - *Agree on tasks to be conducted to prepare for subsequent meetings*
- *Identify additional technical expertise needed on the technical subgroups*
- *Determine subgroup tasks between December and February 5-6, 2003*
- *Agree on meeting schedule for remainder of 2003*
 - *March 27-28, 2003 (has been scheduled)*

Monday, December 16, 2002

9:00-9:40 Welcome and Introductions

- Welcome - *OGWDW, EPA*
- Introductions - *Abby Arnold, Facilitator, RESOLVE*
- Review meeting objectives
- Review and adopt agenda

9:40-11:00 Overview of CCL Work Group Work Plan

Facilitation Team (Tom Carpenter, EPA, Doug Owen, Malcolm Pirnie, and Abby Arnold, RESOLVE)

- Overview and detailed proposed scope of work for CCL Work Group
 - Steps, tasks, proposed schedule for next year.
- Review and Comments (*let's avoid wordsmithing*)
 - What is missing?
 - Is this the right order of steps?
 - What issues/questions about their section of the work plan do we want the subgroups to address?

11:00-12:00 Reports from Subgroups
(Voluntary Spokespeople from Each Subgroup)

- Principles
- Universe
 - What was the task
 - Subgroup participants
 - What steps did subgroup walk through
 - Subgroup report and if possible recommendations

12:00-1:00 Lunch *(on your own)*

1:00-2:30 Reports from Subgroups, continued

- Classification Systems
- VFAR
 - What was the task
 - Subgroup participants
 - What steps did Subgroup walk through
 - Subgroup report and if possible recommendations

Review and Discussion of Subgroup Reports

2:30-4:00 Review of CCL Work Group Tasks and Deliverables
(Break out by activity or subgroup. Each subgroup will review work plan that pertains to their work, edit as necessary)

- What should each subgroup be thinking about at this stage of their work?
- What additional resources are needed?
- Are the tasks comprehensive?
- Are the deliverables appropriate?
- Next steps?

4:00-4:15 Break

4:15-4:55 Check in/ Review of CCL Work Group Tasks and Deliverables
(In plenary, report out review of subgroup tasks)

- Status of recommendations to improve work plan
- Issues or questions to raise to full work group

4:55-5:15 Review and Discuss Operational Protocols
Work Group Members

5:15-5:30 Public Comment

5:30 Adjourn

Tuesday, December 17, 2002

(The National League of Cities office's doors open at 8:00 a.m.)

8:30-8:45 Settling In – Review Day 1 and Agenda for Day 2
- **Preparing subgroups for breakout sessions**

8:45-11:00 Subgroup Break Out Sessions
(Subgroup discussions, data review, discussion, development of next tasks for presentation back to plenary after lunch)
- **Universe**
- **Classification Systems**

11:00-12:15 Lunch
▪ Screening activity group will meet

12:15-2:30 Work Group Organization, Tasks, and Questions to Address
(Plenary)

- Report from each activity group on suggested work plan modifications, next steps between December and February 2003.
- Identify data and other information needed to proceed

2:30-3:00 Work Group Meeting Schedule in 2003

- Review and discuss work group meeting schedule
- Topics for February 5-6 meeting
- Identify who will do what and any interim milestones

3:00-3:15 Closing Comments

3:15 Adjourn