



# Technical Assistance Services for Communities

## Colorado Smelter Technical Directive Project Approach

**Contract No.:** EP-W-13-015  
**Task Order No.:** #10 OSRTI – Multi Regions & HQ  
**Technical Directive No.:** R8 #2 Colorado Smelter

**Site Name:** Colorado Smelter  
**Site Location:** Pueblo, Colorado  
**TD Received:** June 9, 2015

### **Section 1: Description of Work**

EPA Region 8 requests that TASC provide expert review and interpretation of technical documents and data documents and convert the material into plain language to ensure the information is understandable by all segments of the community. Translation of selected TASC deliverables into Spanish is also requested. This project approach covers July 22, 2015 through June 21, 2016. Specific support will include the following technical assistance services:

- Meeting with EPA and the State to discuss the project approach for the Technical Assistance Technical Directive.
- Establishing a Technical Advisor(s) to review & interpret documents and activities in the RI/FS stage.
- Conducting background research to understand community primary concerns.
- Conducting literature reviews and summarizing existing science and published literature on a community-identified topic.
- Reviewing technical documents or data with community concerns in mind.
- Writing a summary of technical issues in plain language in particular, as they relate to potential community concerns.
- Presenting the technical review during a community meeting and responding to community members' questions.
- Following up on issues arising during the meeting.
- Designing fact sheets for dissemination to the public that summarize technical information and technical issues in plain language (translation into Spanish, as needed).
- Conducting presentations, focused trainings or workshops with subject matter experts, as necessary.
- Preparing responses to community questions regarding when clarification is needed on a summary response.

Independent senior TASC staff member Eric Marsh ([emarsh@skeo.com](mailto:emarsh@skeo.com)) will serve as the TASC Quality Control Monitor. Concerns or questions that cannot be resolved through direct communication with Skeo Solutions Task Order Manager can be directed to Dr. Marsh.

## Section 2: Specific Project Services, Key Tasks, and Schedule

The table below describes the services that Skeo Solutions will provide, in the approximate order in which they will be provided. Key tasks, deliverables, and timeframes associated with each service are also described.

Service	Key Tasks	Schedule
1. Scoping meeting with EPA and State	<ul style="list-style-type: none"> <li>• Contact EPA for scoping.</li> <li>• Participate in conference calls as needed to scope project.</li> </ul>	EPA: July 20, 2015
2. Prepare <i>project approach</i> and staffing for support under this TD	<ul style="list-style-type: none"> <li>• Draft project approach.</li> <li>• Revise project approach (if needed).</li> <li>• Share project approach tasking with State and CAG for feedback.</li> </ul>	Draft project approach: 7 days after scoping meeting with EPA Revised project approach: within 3 days of receiving feedback from EPA Shared project approach tasking: within 3 days of revising project approach
3. Review and interpret up to 2 technical documents and prepare <i>up to 2 fact sheets or written summaries of the technical documents</i>	<ul style="list-style-type: none"> <li>• Review, interpret and summarize up to 2 technical documents (assuming 100 pages each not including appendices and maps).</li> <li>• Prepare up to 2 fact sheets or written summaries on the technical documents.</li> </ul>	As documents become available and as scheduled with EPA and community
4. Prepare <i>up to 2 community presentations</i>	<ul style="list-style-type: none"> <li>• Present topics as identified by community/CAG/EPA.</li> <li>• Prepare up to 2 presentations (in powerpoint or other format) for delivery at CAG or other community meetings.</li> </ul>	As needed and scheduled with EPA and community
5. Prepare <i>up to 4 outreach materials</i> in plain language	<ul style="list-style-type: none"> <li>• Prepare 3 quarterly updates (doorknockers), including design and graphics.</li> <li>• Prepare 1 page site flyer.</li> <li>• Translate materials into Spanish</li> <li>• Print created outreach materials</li> <li>• Distribute copies to EPA for hand delivery</li> </ul>	As needed and scheduled with EPA and community

Service	Key Tasks	Schedule
6. <i>Answer CAG questions and communicate with EPA and/or community</i>	<ul style="list-style-type: none"> <li>• Communicate as needed with CAG leadership, CAG members, other community members, other government entities and EPA, ongoing, as needed.</li> <li>• Ongoing communication includes: calls, e-mails, written materials, and all other conveyances of information between the advisor and EPA and the advisor and the community.</li> <li>• Follow up on additional community questions after the meeting.</li> </ul>	Ongoing, as needed
7. <i>Travel to site to present at meetings/discussions</i>	<ul style="list-style-type: none"> <li>• Travel to and attend up to 5 CAG meetings.</li> <li>• Present material, when appropriate.</li> <li>• Respond to community questions during the meeting.</li> <li>• Assist community in formulating questions for EPA.</li> </ul>	As scheduled with community and EPA.
<i>Perform project evaluation</i>	<ul style="list-style-type: none"> <li>• Evaluate services with community, EPA and other key parties.</li> </ul>	After completion of project



## **Skeo Solutions Contact Information**

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