

Coordination of Regional Pollution Prevention Information Centers

EPA Grant 83375501-0

Quarterly Report

February 1, 2008 – April 30, 2008

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Executive Summary

P2Rx administrators had a face-to-face meeting in February. Significant accomplishments included agreement upon tasks associated with being a “P2Rx Center” and the corresponding full-time-equivalents (FTE) to accomplish the tasks. Many collaborations were formed among centers.

Centers agreed to consolidating the Topic Hub database. This should improve efficiency and currency for all centers.

The PPIN evaluation workgroup continues to meet and provide additional information and clarifications as Abt Associates completes the report which details their evaluation.

Center’s web personnel had their first quarterly conference call.

1. Project Accomplishments

1.1. Identify, evaluate, and measure outcomes and outputs from information services and other outreach

1.1.1. Establish P2Rx/EPA measurement workgroup

An evaluation team was formed by EPA to evaluate the Pollution Prevention Information Network (PPIN). The team of Beth Anderson, Yvonne Watson, Andrea Hramits, Charles Bevington, Hugh Gibson, and Pam Swingle (EPA), Andy Bray, Elizabeth Bird, and Jean Waters (P2Rx) and Abt Associates (contractor), has continued to meet via conference call.

1.1.2. Quantify current measures

Abt is compiling the data P2Rx centers currently collect as part of the PPIN evaluation report.

1.1.3. Workgroup evaluate and recommend measures

This process is underway. Abt is still collecting information. During this quarter there were five conference calls (Feb 28, March 11, March 27, April 21, and April 24). Additionally, Yvonne Watson presented an update on the evaluation to the P2Rx center administrators via conference call while they attended the administrative meetings on February 7.

1.1.4. Determine gaps in information

This work will begin following the release of the final PPIN evaluation report.

1.1.5. Make recommendations based on information services measurement

No recommendations will be made until after surveys are analyzed and the PPIN evaluation report is produced by Abt.

1.1.6. Help centers prioritize their work and share components of the overall strategy

Centers currently have surveys posted on their sites. These surveys were provided centrally from the Northeast Waste Management Officials' Association (NEWMOA).

1.2. Measure and evaluate current networking activities

Current networking activities conducted by centers are being compiled by Abt. The evaluation results are expected to be complete in April. In addition, thirty-one "testimonials" have been contributed to the coordinator by centers which document instances of how their services have been used, how network connections lead to information delivery, center-to-center interactions, and any other information that might be pertinent but not otherwise captured in a measurement system. These will be reported as part of the semiannual Activity and Web Measures report.

In cooperation with the National Pollution Prevention Roundtable (NPPR), P2Rx centers provide the "P2 Results" database. To help P2Rx centers participate in this joint effort, the program coordinator participates in the conference calls and activities of the joint NPPR/P2Rx workgroup. The P2Rx coordinator keeps the P2Rx center directors apprised of important developments in the workgroup. There were two conference calls this quarter, April 2 and April 30.

1.3. Pursue efficiencies in information delivery

1.3.1. Centralize the Topic Hub™ database

Center Directors agreed to centralize the Topic Hub database. NEWMOA was hired as a subcontractor under this grant and will be doing the coding to implement this change. The expected implementation will be June 26, 2008, which is the next regularly-scheduled Web group call.

1.3.2. Centralize the library databases

There has been no activity concerning centralizing the library database since the last quarterly report.

1.3.3. Provide limited Web consulting to centers and external partners

A subcontract with NEWMOA has been finalized to perform limited Web functions for centers and external partners. Additionally, P2RIC provided support to two centers this quarter by using Web Trends software to compile their Web statistics.

1.4. Facilitate communication among centers

1.4.1. Administrative calls and meetings

The P2Rx center directors met in San Diego on February 5-8, 2008. This meeting was facilitated and coordinated by the P2Rx coordinator. Minutes for the meetings are included in the appendix. Highlights of the meetings include:

- Every center provided an update of their activities and future plans; center directors individually pursued opportunities for marketing and collaboration
- Centers agreed that climate change needs to be a focus for everyone
- Yvonne Watson from EPA participated via conference call to review the current state of the P2Rx evaluation being conducted by Abt Associates
- Possible measures for P2Rx activities were discussed, including how to identify clients using Web resources
- Center directors provided “center –specific” strengths confidentially to the P2Rx coordinator and those were distributed to each center
- Marketing/Partnering committee met and reported. Members are Ed Gonzalez (chair), Kevin Dick, Mike Vogel, Lynn Turner, Chris Wiley, Julie Woolsey, Bob Iverson, and Rachel Colella (secretary)
- Content/Technology committee (which combines News, Library, Topic Hub, and Web committees) met and reported. Members are Rick Yoder (chair), Gary Hunt, Andy Bray, Elizabeth Bird, Thomas Vinson (secretary), and Scott Butner (Battelle – ex-officio).
- Centers agreed to core functions that every center will perform as one of the centers in the network.
- Centers reviewed the RFP and discussed how they could coordinate with each other

Monthly administrative conference calls were arranged and facilitated in February, March, and April. An agenda is distributed one week prior to each call and input is solicited. Minutes are posted to the administrative section of the P2Rx.org Website following the calls.

1.4.2. Web personnel from Centers quarterly calls

The first quarterly call of Web personnel from all the Centers was held on March 27, 2008. Minutes are included in the appendix.

1.5. Program Coordinator Evaluation

An executive committee of Andy Bray (NEWMOA), Ed Gonzalez (WRPPN), and Chris Wiley (PPRC) comprise the new P2Rx executive committee. The committee had one meeting in San Diego in conjunction with the administrator’s meeting. The committee will be responsible for evaluation of the P2Rx coordinator, among other things.

2. Project Task Summary

The project task summary follows the detail of the project strategy.

| Task | Milestones | Outcomes | Accomplishments |
|--|--|--|--|
| Evaluate and measure outcomes and outputs from information services and other outreach (Project Strategy 1.1) | <i>Quarter 1</i> <ul style="list-style-type: none"> ▪ Solicit workgroup ▪ compile measures ▪ coordinate with EPA consultant on measures | <ul style="list-style-type: none"> ▪ workgroup continues to meet ▪ Abt (contractor) has been compiling existing measurement data | <ul style="list-style-type: none"> ▪ .five conference calls held ▪ Center surveys completed and data submitted to contractor |
| | <i>Quarter 2</i> <ul style="list-style-type: none"> ▪ conduct face-to-face workgroup meeting ▪ identify gaps in measures | <ul style="list-style-type: none"> ▪ Publish meeting minutes ▪ Publish recommended measures | <ul style="list-style-type: none"> ▪ Yvonne Watson presented methodology to P2Rx administrator annual meeting via conference call. ▪ Minutes from meeting published on P2Rx.org and attached |
| | <i>Quarter 3-4</i> compile auxiliary measures obtained from centers | Publish expanded measurement results | <ul style="list-style-type: none"> ▪ Collecting anecdotal results from individual centers; 31 have been contributed as of this date. |
| | <i>Quarter 5-6</i> Analyze measurement results with workgroup and executive committee | Publish recommend changes to information services | Not begun |
| | <i>Quarter 7-8</i> Help Centers prioritize work and share components of overall strategy | Establish network-wide priorities with center responsibilities | NEWMOA facilitated web posting of surveys for centers |

| Task | Milestones | Outcomes | Accomplishments |
|---|---|--|---|
| Measure and evaluate current networking activities (Project Strategy 2.2) | <i>Quarter 1</i> compile networking measures | List current measures | Contractor has begun compiling measures |
| | <i>Quarter 2</i> Recommend measures; review | Publish recommended measures | Not begun |
| | <i>Quarter 3-4</i> Assist centers with internet implementation to gather audience statistics | P2Rx Centers implement audience measures | Not begun |
| | <i>Quarter 5-6</i> Compile information gathered by centers | Publish summary of audience statistics and networking measures | Not begun |
| | <i>Quarter 7</i> Make recommendations for changes/improvements | Publish recommendation document | Not begun |
| | <i>Quarter 8</i> Help Centers prioritize work and share components of overall strategy | Establish network-wide priorities with center responsibilities | Not begun |

| Task | Milestones | Outcomes | Accomplishments |
|--|---|--|--|
| Pursue efficiencies in information delivery (Project Strategy 1.3) | <i>Quarter 1-4</i> <ul style="list-style-type: none"> ▪ Get agreement from centers on hosting site and mechanism of display for Topic Hubs ▪ Help centers migrate data | <ul style="list-style-type: none"> ▪ P2Rx standard for centralized Topic Hubs ▪ Produce centralized Topic Hub database | Centers agree to proceed with centralized topic hub database |
| | <i>Quarter 5-8</i> Contact external partners to share Topic Hubs | Topic Hubs displayed with three or more external partners | One external partner has contacted PPRC to display Topic Hubs |
| | <i>Quarter 1-4</i> <ul style="list-style-type: none"> ▪ Get agreement from centers on hosting site and mechanism of display for virtual, centralized library ▪ Help centers migrate data | <ul style="list-style-type: none"> ▪ P2Rx standard for centralized library ▪ Produce centralized library | Conversations among center directors have taken place on centralized library |
| | <i>Quarter 5-8</i> <ul style="list-style-type: none"> ▪ Help centers display library on their sites ▪ Find external partners to display library | <ul style="list-style-type: none"> ▪ Library displayed on individual center sites ▪ Library displayed with three or more external partners | Implementation has not begun |
| | <i>Ongoing</i> <ul style="list-style-type: none"> ▪ Assist Centers with web or database issues ▪ Provide minimum training on P2Rx products to new web personnel ▪ Assist external partners with display of P2Rx products | <ul style="list-style-type: none"> ▪ Number of documented “bugs” in Bugzilla ▪ Number of updates of software in CVS ▪ Number of trainings ▪ Number of external partners assisted | Contract with NEWMOA is in place for IT assistance and programming |

| Task | Milestones | Outcomes | Accomplishments |
|---|--|--|---|
| Facilitate communication among centers (Project Strategy 2.4) | <i>Ongoing</i> <ul style="list-style-type: none"> ▪ Monthly conference calls among Center directors ▪ Quarterly regional updates ▪ Monthly conference calls among web personnel | <ul style="list-style-type: none"> ▪ Center directors conference call minutes ▪ Regional updates e-mail “newsletters” ▪ Web developers’ conference call minutes | <ul style="list-style-type: none"> ▪ Center directors were all contacted in advance of Feb. admin meeting ▪ Facilitated Feb., March and April admin calls |
| Program coordinator evaluation (Project Strategy 2.5) | <i>Quarter 2, 4, 6</i> <ul style="list-style-type: none"> ▪ Executive committee evaluate coordinator with input of all center directors | <ul style="list-style-type: none"> ▪ Evaluations posted ▪ Response posted | Executive committee has been formed and met in February |

3. Attachments

3.1. Minutes from P2Rx Administrative Meeting February, 2008

<http://www.p2rx.org/Admininfo/sandiego08/minutes.doc>

3.2. minutes from P2Rx Administrative calls, Feb, Mar, and Apr, 2008

February Admin call: <http://www.p2rx.org/WebCall/adminMinutes.cfm?ID=93>

March Admin call: <http://www.p2rx.org/WebCall/adminMinutes.cfm?ID=94>

April Admin call: <http://www.p2rx.org/WebCall/adminMinutes.cfm?ID=95>

3.3. minutes from Web developer’s call, Mar 2008

<http://www.p2rx.org/WebCall/minutes.cfm?ID=90>