

**PBT Reduction Strategy Team Conference Call Summary**  
**February 16, 2005, 1:30 pm – 3:00 pm Central Time**

*Approximately 27 conference lines participated in the call.*

**Introduction – Review the Agenda**

Gary Gulezian opened the call by welcoming participants and reviewing the agenda. The main purpose of the call was to update team members on activities that have taken place over the last couple of weeks. Specifically, the call was intended to cover activities of the writing team, developments related to the white papers, and suggestions for making the Maumee Bay retreat next week in Toledo, Ohio, as productive as possible. There was a brief delay to the start of the call due to an erroneous call-in number in the email announcing the call.

**Updates to Work Plan, Draft Organizing Concepts, Matrix and Inventory of Documents**

Ted Smith reported that there have been no updates to the work plan, organizing concepts, or matrix. Several links have been added to the inventory of documents, but no comments have been received on the version of the work plan and organizing concepts sent out a couple of weeks ago. This version can therefore be considered a final working draft, unless people on the call have additional comments.

Mike Murray from NWF provided two comments on the organizing concepts document. He suggested that one section (IV.b.) be restructured so that costs are not the first item discussed. He also suggested including dioxins in the problem statement. Gary asked the rest of the group to submit detailed comments in writing, since it is so difficult to have robust discussions on specific issues during brief conference calls. Mike agreed to provide written comments.

**PBT Website Updates**

Ted turned the call over to Jon Dettling with the Great Lakes Commission, who has been working to keep the PBT Website up-to-date. Jon discussed multiple updates that have been made to the Website over the past several weeks. Draft white papers have been added to the Drafting Team page for the time being, though they may be moved to a separate page in the future. Website administrators are also developing a discussion forum for the PBT Team. This forum, which is intended to facilitate document review, will be ready to use by early next week. Jon hopes to send team members instructions on how to join and post items to the forum by the end of next week.

Gary asked if anyone on the call has had difficulty accessing the PBT Website. A suggestion was made to post documents in Adobe Acrobat (pdf) format, since not everyone can access Microsoft Word files. Jon agreed and stated that from now on, documents will be posted to the main page in both formats. However, people who post

documents on their own will have to convert the documents to Adobe Acrobat format themselves. Gary thanked Jon for all his hard work on the PBT Website.

### **Draft Issue “White Papers” for Maumee Bay Meeting**

Ted discussed the plan for the Maumee Bay retreat. Two facilitators and a note-taker will be present at the meeting. The agenda is posted on the PBT Website. A conference call is planned for 12:00 P.M. EST/11:00 A.M. CST on Wednesday, February 23. The phone number is (202) 275-0170, and the access code is 2847#. The call will last one hour and will be used to summarize progress made during the retreat for those who are unable to attend. Those planning to attend must contact Nancy Guiden by e-mail at [guiden.nancy@epa.gov](mailto:guiden.nancy@epa.gov). Nancy requested that attendees let her know that they are on the PBT Team.

Ted informed the group that an updated version of the Pollution Prevention white paper has been posted to the PBT Website. An e-mail was sent to team members last week soliciting comments on that white paper, as well as on the goals statement and problem statement posted on the Website. So far, Ted has received comments from Peter Landrum on the Toxicology white paper and from Brian Hughes on the problem statement. Ted invited Peter or Brian to make additional comments during the call. Peter responded that he was unclear on the purpose of the Toxicology white paper. Ted responded that the white papers are intended only to provide a status report on current programs. At the Maumee Bay retreat, the group will consider whether the programs already in place are capable of achieving the goals and objectives set out by the PBT Team. The white papers are not intended to speculate on how programs can be improved. Gary reiterated that the purpose of the white papers is not to identify future directions but to establish a baseline from which the team can decide what actions are needed to meet goals and objectives. Peter responded that it may not be possible to include a detailed explanation of where the team wants to go in the relatively short document they are required to submit. Gary suggested that appendices or some other mechanism may be used to address that concern.