Interagency Committee On Chemical Management
ICCM/Technical Team/CAP/Interested Parties
Meeting Minutes: June 10, 2020
Microsoft Teams Meeting
Facilitated by John Zaikowski, ANR

1. **Welcome and Agenda Review**

   Zaikowski welcomed participants and provided brief overview of the agenda.

2. **ICCM website updates**
   Zaikowski and Dent provided an overview of updates to the website, which included reorganization of content into several links to meetings, members, and background documents. Zaikowski also walked through the content within the newly added "Learn More About Chemicals" link. Once the chemical nomination system is finished and ready for use, another link on the webpage will bring the user to the chemical nomination form. The form will have imbedded links that can take the submitter back to the "Learn More About Chemicals" page to assist in filling out the nomination form. The group discussed the creation of another link on the website to hold previously submitted and accepted nominations, which can be referenced to determine if the chemical has already been submitted, or as another resource to submit a new nomination.

3. **Chemical Nomination form and review process overview**

   Zaikowski and Dent provided an overview of the chemical nomination form and its functionality. Rumelt asked whether there was a limit on the number of characters a nominator can enter into any of these fields, and whether a nominator could include pdf attachment to their submission. Dent advised there are character limits but those can be adjusted, and PDF attachments can be submitted. Zaikowski then provided an overview of the review process, which the ICCM finalized at its February 2020 meeting, and has now been placed on the website. Groveman asked whether feedback could be provided from the Committee on questions after the meeting. Vose indicated the materials had been circulated for comment previously, which formed the basis for the changes and updates being provided at the meeting. Rumelt questioned about the timing of each review step. Zaikowski and Vose advised there are currently no timeframes for review established formally, in light of staffing and capacity issues, but that could be considered as the ICCM gains experience in reviewing submissions.

4. **Chemical Nomination processing dashboard overview**

   Zaikowski and Dent provided an overview of the processing dashboard. Zaikowski specifically thanked Dent for her work on these systems. Balcom asked whether it would be helpful to have a chemical name attached to the ID #, potentially the Alternate ID. Dent advised that we are working with IT to address that, and that we agree it would be helpful to make it the chemical name. Balcolm asked whether the submitters would get

updates for each step, or an automated notification. Zaikowski and Dent indicated there were steps currently in the process where an automatic notification will be sent out. The dashboard users can also generate custom notifications as well. The system will ultimately have a public-facing dashboard where submitters can go to track the status of their nomination, but the ICCM will look at whether other steps should have automatic notifications built in. Rumelt asked whether the submitter would have the opportunity to identify what action on the chemical should be taken (i.e. just recordkeeping or rulemaking). Zaikowski and Dent identified that the nomination form has a section that asks the submitter to identify what action they want to see taken. Rumelt also asked if that was provided, if the ICCM would limit its review to that request. Vose advised not likely, as the Executive Order identified the ICCM's charge when reviewing nominated chemicals. Balcolm indicated it looked like a great system to support nominations for review. He also thought redundancy management will be critical. Also, identifying a time-line (even tentative) upon submission would be an important assurance for the submitter. Kohli asked wither outside experts could be solicited during the review. Schwer advised that aspect is contemplated in Step 4 of the process. Zaikowski indicated that had been added based on feedback from the CAP and interested parties. Rumelt asked whether the nominator would be able to participate in Step 4. ICCM members discussed that it would depend, but could be a possibility if the Technical Team felt it was needed. Rumelt asked if there was a system for determining the priority for review. Zaikowski and other ICCM members identified Step 3 as where that would take place. Driscoll asked about redundancy of nominations and how those can be identified. Zaikowski and other ICCM members discussed that the system doesn't have the capability to automatically identify redundant nominations, and that it likely would be left to the ICCM to identify those through the dashboard and as part of its work. The ICCM discussed that the system could have a prompt to submitters to check if their chemical has already been nominated, but that it wouldn't preclude someone from still electing to submit their nomination. ICCM members and agency staff also discussed that, like the questions about the timeline for review and prioritization, the ICCM doesn't know how many submission will come in, and as the ICCM gains more experience there may be other ways to identify redundant submissions.

5. **Wrap-up**

Zaikowski advised that the ICCM will be continuing to refine the internal side of the processing dashboard, and will also be turning to development of the external side of the dashboard. Zaikowski thanked the participants for attending.

ICCM Members in attendance or on conference line:
Carey Giguere, Agency of Agriculture, Food and Markets
Shawn Barth, Department of Labor
Sarah Vose, Department of Health
PJ Telep, Agency of Digital Services

Trini Brassard, Agency of Transportation

CAP Member in attendance or on conference line:
Ian Balcolm, Lyndon State College
Adam Rainville, Maple Landmark
Deborah Hirtz, UVM
Ruma Kohli, Global Foundries
Ken Rumelt, VLS
Jon Groveman, VNRC
Martin Wolf, Seventh Generation

Interested Parties in attendance or on conference line:
Tess Kennedy, Shouldice Associates
William Driscoll, AIV
Lynn Metcalf

Agency Staff in attendance or on conference line:
John Zaikowski, Agency of Natural Resources
Marcella Dent, Agency of Natural Resources
Chuck Schwer, Agency of Natural Resources
Ed Antczak, Agency of Natural Resources
Tami Wuestenberg, Agency of Natural Resources
Nathan Kie, Agency of Natural Resources
Doug Elliott, Agency of Natural Resources
Eamon Twohig, Agency of Natural Resources
Jordan Gonda, Agency of Natural Resources
Erica Cummings, Agency of Agriculture, Food, and Markets