

MEETING MINUTES
HUMAN SERVICES SUBCOMMITTEE
JANUARY 9, 1987

The meeting of the human services subcommittee was called to order by Vice Chairman Richard Manning on January 9, 1987 at 8:08 a.m. in room 108 of the state Capitol building.

ROLL CALL: Chairman Cal Winslow was excused, all other members were present.

(5a:000) Ray Hoffman, administrator of Financial Management Division, provided an overview of the proposed reorganization of the Financial Management Division and Management Services Divisions.

Chuck Stohl, chief of the Fiscal Services Bureau (proposed Support Services Bureau), then discussed bureau activities (exhibit 1), including the registration system, statistical services, records services and tumor registry. This unit is funded with a combination of general fund and indirect cost funds.

Mr. Hoffman commented on the time and man hours consumed in auditing procedures of the department.

Sen Hims1 questioned the deletion of the state special revenues account. Mr. Hoffman explained the state funds were transferred with two FTE's to the microbiology lab.

In response to a question posed by Sen Hims1 on film library consolidation, Bob Solomon noted there is an ongoing study conducted by the State Library Commission. His understanding is that there will be legislation drafted and introduced for consolidation.

John Wilson, chief of the Vital Records and Statistics Bureau, read from prepared text and commented on submitted graphs and charts (exhibit 2). Bureau functions include the Registration System, Statistical Services, Records Service, and the Tumor Registry.

(5a:566) John Hawthorne, chief of the Chemistry Laboratory, presented an overview of this bureau and its activities and discussed the equipment request.

(5b:000) In response to a question by Sen Hims1, Lois Steinbeck of DBPP replied that both the LFA current level and executive budgets included vacancy savings, as well as inflation on lab supplies and certain other expenses.

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In response to a question by Sen Harding, Ray Hoffman responded that the chemistry lab is 30% funded from the general fund, with the remainder of the lab's funding provided by fees charged on analysis of water, air and hazardous wastes samples. Most of these funds are generated from within the department from the program bureaus.

Rep Switzer asked if there were any federal agencies in the state that duplicated the work done by this lab. Mr. Hawthorne replied that there was no federal agency in the state that runs the type of samples done in this lab. EPA has a laboratory in Denver but they only process EPA samples. There is an agricultural lab in Bozeman that analyzes grain, fertilizer and samples of this nature.

(5b:141) Doug Abbott, chief of the Microbiology Laboratory Bureau, read from his prepared text (exhibit 4) on the scientific support services done by this lab for the state's disease control and prevention programs, and on the bureau's equipment request. Mr. Hoffman stated that the department was requesting additional emergency spending authority of \$50,000 to pay for excess costs caused by unanticipated disease problems or outbreaks in the state.


(5b:221) Ray Hoffman distributed a copy of the FY 1987 grant awards (exhibit 5) and commented briefly on the grants. Each grant has specific reporting and financial requirements. (Examples are exhibits 6, 7, 8, 9)

(5b:376) Dr. Drynan, department director, covered the responsibilities of the Director's Office.

(5b:570) Frank Crowley, chief Legal Counsel of the department, presented an overview of work performed by the Legal Unit and discussed the units equipment and Westlaw legal database requests.

In response to a question by Rep Connelly concerning the Family Planning lawsuit, Dr. Drynan stated expenses incurred in the lawsuit were absorbed into the department and other services were cut at that time. The budget reflects a one time budget line item for these expenses.

There being no further business, the meeting was adjourned at 10:04. (6a:123)


Richard Manning Vice Chairman

rm/gmc/1.

HUMAN SERVICES SUB COMMITTEE

Date

January 9, 1987

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EXHIBIT 1
 DATE 1.9.87
 HB

SUPPORT SERVICES BUREAU

PROGRAM GOALS

PROVIDE SUPPORT SERVICES FOR THE DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

PROGRAM OBJECTIVES

TO PROVIDE FINANCIAL ACCOUNTABILITY
 TO MAINTAIN CENTRAL ACCOUNTING RECORDS
 TO PRODUCE EXPENDITURE REPORTS FOR ALL FEDERAL GRANTS
 TO PROVIDE CENTRAL PROCUREMENT/PURCHASING FUNCTION
 TO PROVIDE CENTRAL MAIL FUNCTION
 TO PROVIDE CENTRAL AUDIT FUNCTION
 TO PROVIDE CENTRAL CASHIER FUNCTION
 TO PROVIDE WORD PROCESSING SERVICES
 TO PROVIDE DATA PROCESSING SERVICES
 TO PROVIDE FILM LIBRARY SERVICES

PERFORMANCE INDICATORS

	FY85	FY86	PROJ. FY87	PROJ. FY88	PROJ. FY89
CASH PAID	8,152	8,448	8,755	9,073	9,402
NETS	496	520	545	572	599
A/R'S	3,936	1,741	1,915	2,107	2,317
CASH RECEIPTS	27,886	27,444	30,188	33,207	36,528
ENC EST	323	337	352	367	383
JOURNAL VOUCHERS	724	893	1,101	1,359	1,676
PURCHASING (APO'S)	1,524	1,747	2,003	2,296	2,632
PURCHASING (PO'S)	64	66	68	70	72
PRINTING	1,031	950	1,045	1,150	1,264
BIDS	27	30	33	37	41
PRINTING (PO'S)	30	27	27	27	27
CENTRAL STORES ORDERS	300	340	385	437	495
OTHER PURCHASE TRANS.	290	252	277	305	335
WORD PROCESSING LINES	1,353,363	1,622,554	1,703,682	1,788,866	1,788,866

SUPPORT SERVICES BUREAU

THE SUPPORT SERVICES BUREAU PROVIDES SUPPORT SERVICES IN THE AREAS OF FINANCE, DATA PROCESSING, WORD PROCESSING, AND FILM LIBRARY FOR THE DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES. THE FOLLOWING UNITS ARE INCLUDED IN THE BUREAU.

FINANCIAL UNIT

THIS UNIT IS COMPOSED OF 11.5 FTE'S. IT IS RESPONSIBLE FOR THE STATEWIDE BUDGET AND ACCOUNTING SYSTEM (SBAS), RECEIPTING ALL CASH, PROCURING ALL SUPPLIES AND MATERIALS, PROCESSING INCOMING AND OUTGOING MAIL, PRODUCING FEDERAL FINANCIAL REPORTS, AND CONTRACTING AND REVIEWING AUDITS WITH INDEPENDENT AUDIT FIRMS.

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THE MAIN GOAL OF THIS UNIT IS TO PROVIDE QUALITY ACCOUNTING RECORDS, MAINTAIN COMPLIANCE WITH ALL STATE AND FEDERAL LAWS, AND PRODUCE ACCURATE FEDERAL AND STATE FINANCIAL REPORTS.

CURRENTLY THIS UNIT IS RESPONSIBLE FOR CONTROLLING 93 APPROPRIATIONS, 41 ACCOUNTING ENTITIES AND 175 RESPONSIBILITY CENTERS.

THIS UNIT IS FUNDED WITH A COMBINATION OF GENERAL FUNDS AND INDIRECT COST FUNDS.

WITHIN THE LAST TWO BIENNIUMS, THE DEPARTMENT OF HEALTH HAS ADDED 22 NEW PROGRAMS WORTH \$8,027,591 PER YEAR. IN THE SAME PERIOD OF TIME, THE STAFF OF THE SUPPORT SERVICES BUREAU (FINANCIAL UNIT) HAS BEEN REDUCED. TO ACCOMPLISH THE WORKLOAD, THE SUPPORT SERVICES BUREAU HAS BEEN ATTEMPTING TO AUTOMATE MANY OF THE FUNCTIONS REQUIRED TO PAY CLAIMS, PRODUCE ACCOUNTS RECEIVABLE, RECEIPT CASH, TRACK CONTRACTS, PREPARE REPORTS AND PROVIDE INFORMATION TO VARIOUS AGENCIES. THE BUREAU CURRENTLY HAS A GOOD START WITH AUTOMATION. WITH THE INCREASE IN WORKLOAD AND REDUCTION IN FTE'S AUTOMATION BECOMES ESSENTIAL IF WE ARE TO KEEP UP WITH THE DEMANDS FOR INCREASED OUTPUT.

SOME FEDERAL AGENCIES AND PRIVATE BUSINESSES THAT WE DEAL WITH NOW HAVE THE CAPABILITIES TO ACCEPT ORDERS BY COMPUTER COMMUNICATION. WE CAN SAVE TIME AND MONEY WHEN WE CONVERT TO ORDERING IN THIS MANNER.

THE STATEWIDE BUDGETING AND ACCOUNTING SYSTEM (SBAS) IS SUPPOSED TO GO ON-LINE FOR INPUT AND EDITING BY THE 2ND QUARTER OF FY89 OR SOONER. THIS SHOULD ALLOW FASTER PAYMENT OF CLAIMS AND PROCESSING OF ACCOUNTING DATA. WHEN WE ARE ABLE TO IMPLEMENT THIS SYSTEM WE SHOULD BE ABLE TO SAVE MORE TIME.

DATA PROCESSING UNIT

THIS UNIT IS COMPOSED OF 1.00 FTE AND IS FUNDED BY USER FEES. THE MAJOR GOAL OF THE DATA PROCESSING UNIT IS TO ASSIST ALL UNITS OF THE DEPARTMENT IN PROGRAMMING AND IN OBTAINING THE RIGHT EQUIPMENT FOR THEIR NEEDS.

THE PERSON IN THIS UNIT HANDLES DEPARTMENT DATA PROCESSING PROBLEMS AND ALSO COORDINATES THE PROGRAMMING AND EQUIPMENT NEEDS OF THE DEPARTMENT.

FILM LIBRARY

THIS UNIT IS COMPOSED OF .50 FTE AND IS FUNDED BY USER FEES. THE MAJOR GOAL OF THE FILM LIBRARY IS TO PROVIDE FILM LIBRARY SERVICES TO THE DEPARTMENT OF HEALTH, THE DEPARTMENT OF INSTITUTIONS AND HEALTH PROFESSIONALS THROUGHOUT THE STATE. FILMS AND EQUIPMENT ARE PROVIDED ON AN AS-AVAILABLE BASIS.

EXHIBIT 1
DATE 1-9-87
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WORD PROCESSING UNIT

THIS UNIT IS COMPOSED OF 3.50 FTE'S AND IS FUNDED BY THE GENERAL FUND. THE WORD PROCESSING UNIT IS RESPONSIBLE FOR PRODUCING LARGER WORD PROCESSING JOBS THAN CAN BE HANDLED BY BUREAU PERSONNEL. THIS UNIT ALSO HANDLES THE OVER-FLOW OF WORK FROM OTHER BUREAUS.

THIS UNIT WAS CREATED IN THE LAST BIENNIUM BY MOVING FTE'S AND FUNDING FROM THE HEALTH SERVICES DIVISION AND THE ENVIRONMENTAL SERVICES DIVISION.

THIS UNIT IS ESSENTIAL TO THE OPERATION OF SEVERAL OF THE PROGRAMS WITHIN THE DEPARTMENT BECAUSE OF THE LARGE VOLUME OF PRINTED OUTPUT OF THESE PROGRAMS.

OVERVIEW

The Bureau of Records and Statistics has responsibility for filing, servicing and statistical analysis of certificates of live birth, death and fetal death, as well as records of marriage, marital terminations, reports of legally induced abortions and tumor case reports. An annual vital statistics report is published that is widely used by both governmental and private interests to meet the needs of Montana's people.

In order to meet its responsibility, the Bureau must ensure that a complete and correct certificate, record or report is filed for each vital event or reportable cancer case occurring in the state. In 1985, for instance, this required that individual attention be given to 13,497 birth certificates, 6,725 death certificates, 96 fetal death (stillbirth) certificates, 7,178 marriage records, 4,258 marital terminations (divorce) records, 3,291 reports of legally induced abortions and 2,207 new cancer cases, 2,099 of which were Montana residents.

REGISTRATION SYSTEM

This Department is responsible for the appointment and training of a local registrar for each of the 59 registration districts in the state. This is done through field visits by the field representative. Every 10 years, we have the additional responsibility of implementing new forms for births, deaths, marriages, divorces and abortion reports and the training this entails for local personnel.

This program provides education, support and guidance to people at the county level who are responsible for completing birth, death, fetal death, marriage, divorce, abortion and adoption certificates or reports and tumor abstracts as required by Montana law. We provide instructions on why, how, and when the reports and certificates are to be completed. We provide this help to local registrars, clerks and recorders, clerks of court, clinics, hospitals, coroners and morticians.

STATISTICAL SERVICES

In addition to the annual report, the Bureau supplies statistical data and analysis of that data to various users throughout the state. This facet of Bureau operations is in response to special requests for data in a detail that does not appear in published form. The Bureau also publishes a biennial report, Cancer in Montana, which provides detailed information on cancer incidents, survival and treatment. The next biennial report will be available in 1987.

We have completed tabulations for data year 1985 and hope to have the report for that year ready for release this spring.

The release of annual vital statistics reports is delayed primarily by two factors. One is that most of the tabulations in the report are by place of residence. This means that we must exchange nonresident certificates with the other states and the provinces of Canada. We cut off receipt of 1985 data in April of 1986 and tabulation began at that point.

It has been said that statistics are like manure, they are of no value in a pile. In order to be useful, they must be spread around. In order to make vital statistics more comprehensible, the Bureau has implemented a program for the production of graphs and county outline maps for the presentation of vital statistics. Because no mapping program existed for the presentation of county data in map form that would suit our purposes, a mapping program was written by our own staff. This has made it possible to produce maps on a plotter, thereby reducing the cost and increasing the speed in which data may be displayed geographically. This enables us to make our data more widely available in a form that is easy to understand.

We have also set up a computer based linked infant death/birth file for analysis of infant mortality.

RECORDS SERVICE

Our records service staff issues certified copies (both paid and free), makes corrections on records, processes adoptions and legitimations, and files delayed birth certificates. We have prepared a graph showing the number of paid certified copies issued from 1950 through 1985. We have chosen paid certified copies issued for display because this is our most common service and because money is involved. The number of certified copies issued increases for two reasons: One is that proof of the facts of birth is increasingly required for foreign travel, employment, Social Security benefits, and other purposes. The second reason is that our files subject to issuance of certified copies continue to grow by about 20,000 records a year. These records are primarily birth and death certificates. In the case of marriage and divorce records, we do not issue certified copies but do look up the record and refer the requester to the proper county with the file number so that he can obtain a certified copy from the county.

Referring to the graph of paid certified copies issued, we have been able to keep up with the workload only by improving the productivity of employees since our staff, responsible for records service, has been at four persons since the early 1960's.

In 1950, certified copies were prepared by typing a form, copying information from the original certificate. Because of the increase in volume, a fourth person was added to the staff in the early 1960's. A major improvement occurred when the Transcopy process was instituted. This was a forerunner of today's copy machines. While it was a time consuming process and the copies tended to fade, it was an improvement because it eliminated typing and interpretation of handwriting. The misinterpretation of handwriting caused a significant proportion of typed copies to be returned for correction.

The next major improvement was the implementation of microfilm and later on its use as a working file for issuing copies of certificates from the

microfilm image. Then a Xerox copying machine was added. This was a great improvement over the Transcopy process.

We have learned, over the years, that it is essential that our records service staff keep current with requests for certified copies or the problem snowballs beyond control. If we get behind in issuing copies, the persons who have requested a copy call, write, or come into the office wanting to know why they have not received their certified copy. Responding to these inquiries takes time that further reduces the hours available for issuing certified copies and the problem is compounded. Thus, we always try to process requests for certified copies within 24 hours, if at all possible.

A measure to increase productivity which we are presently working on is to improve our indexes. We are reconstructing these indexes by using computerized data entry procedures which have resulted in indexes that are reliable. In addition, we have devised a system to use this information for computer search and issuance of certified copies.

There is a limit to the number of technological improvements that can be made to increase the productivity of our employees. Eventually, as the size of the file continues to increase and as the demand for certified copies increases, additional staff will have to be employed or the system will fail.

We have fallen behind in the creation of microfilm files for the issuance of certified copies of deaths. We are presently about five years behind in the filming of both birth and death certificates.

TUMOR REGISTRY

Since the Montana Central Tumor Registry was established in 1979, cancer information has been collected, abstracted, coded and analyzed for approximately 16,500 cases in Montana. There are about 300 new cases abstracted and submitted per month from all hospitals and clinical laboratories in the state. Patient follow-up is initiated on approximately 700 cancer cases per month in order to obtain data on outcome of care, recurrence of disease, and survival.

State law mandates cancer as a reportable disease by requiring all hospitals and clinical laboratories to report cancer cases to the Central Registry.

The primary goals of the Central Registry are to:

- 1) Facilitate the systematic follow-up of cancer patients at regular intervals in order to help save lives by early detection and treatment of local recurrence, recurrence in regional lymph nodes, solitary distant metastasis, and additional primary lesions.
- 2) Provide meaningful feedback to the medical profession regarding cancer in their practice, hospital, state and region.
- 3) Define areas of further research and planning.
- 4) Determine statistical facts about early diagnosis, treatment and survival in various malignant diseases in order to help evaluate and formulate educational efforts and improve patient care.

The Montana Central Tumor Registry (MCTR) is a member of the Rocky Mountain Cancer Data System (RMCDS) based in Salt Lake City, Utah. Participation in this regional data system links Montana to comparable national and regional cancer surveillance programs and allows Montana to share computer management costs with other "pooled" user states.

The Central Registry prepares and distributes monthly, semi-annual and annual reports to all participating hospitals which reflect their cancer patients' experience. The Registry also provides cancer statistics upon request to the public, hospice programs, research laboratories, and organizations such as the American Cancer Society.

The online computer system, which was installed last year, has resulted in more efficient data entry and greater accessibility to registry information.

The MCTR staff provides specialized training and consultation to medical record personnel in hospital registries throughout the state.

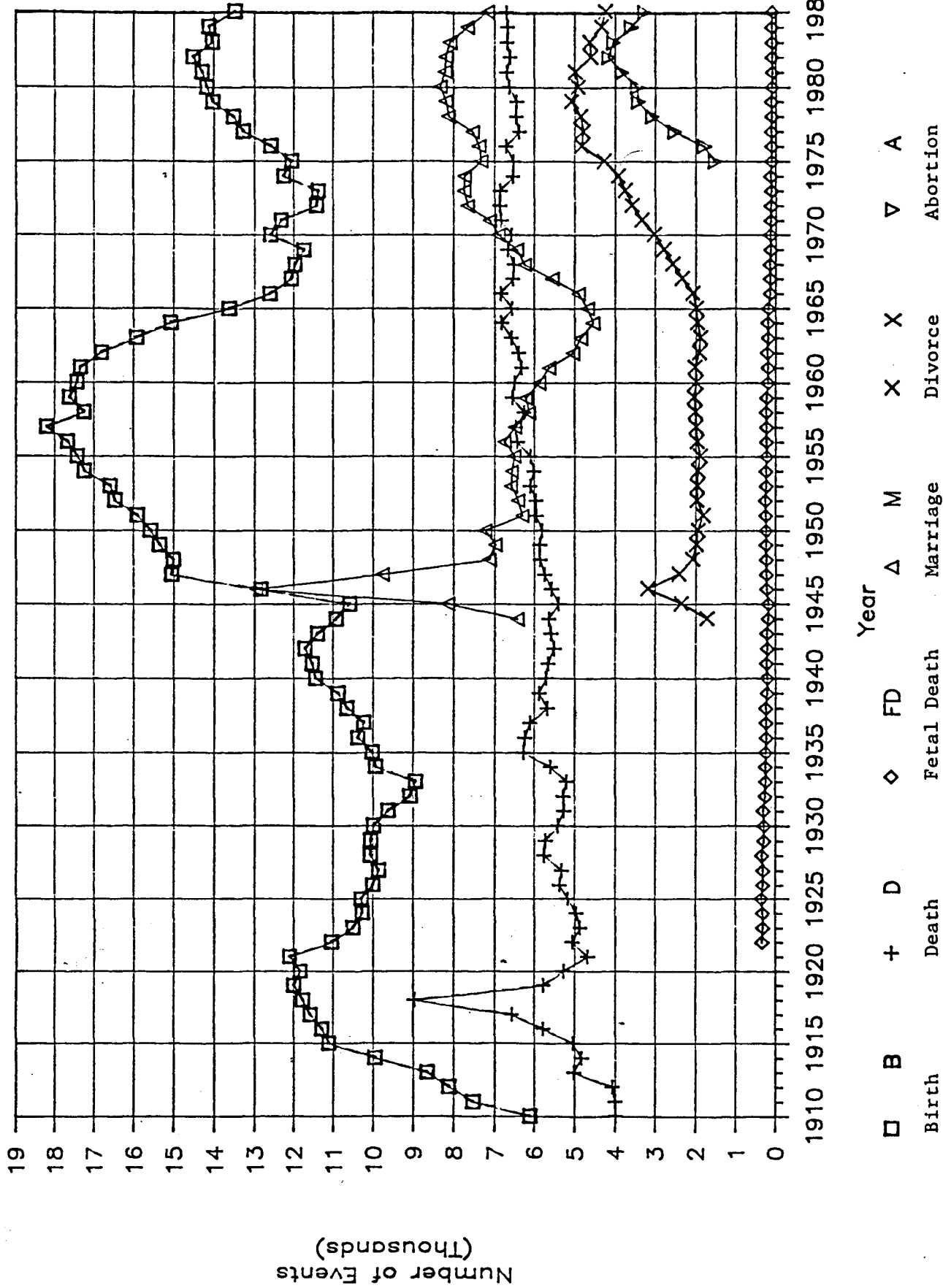
There is no other statewide program in Montana which coordinates the uniform reporting, data collection and analysis of information on cancer.

The funding sources of the Bureau are:

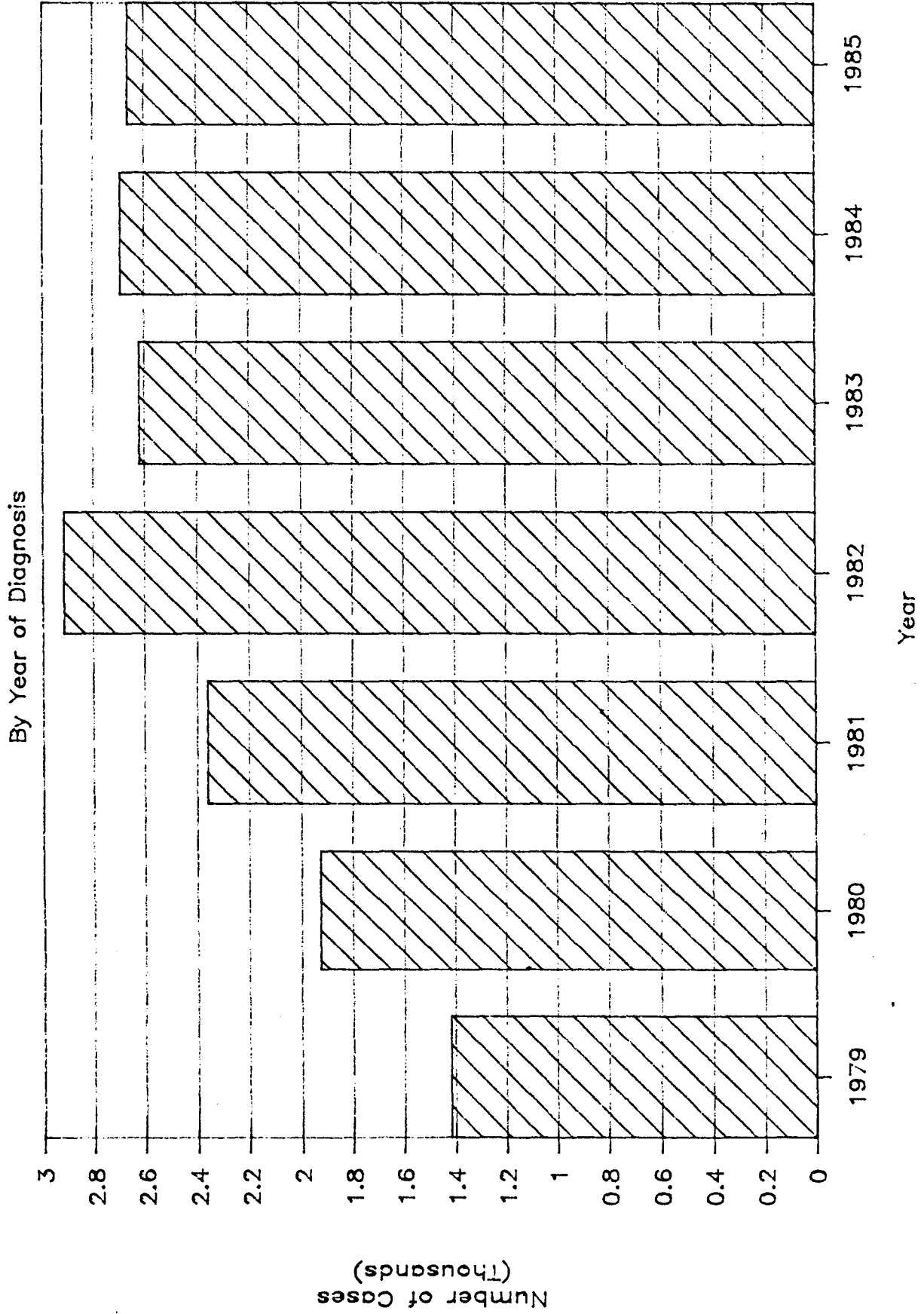
1. General fund.
2. A contract to provide data in machine readable form to the National Center for Health Statistics.
3. A five dollar fee for each certified copy is earmarked for Vital Statistics operations but is available to us only to the extent that the demand for certified copies comes up to our expectations.
4. Miscellaneous income sources to the Bureau for providing microfilm to the National Center for Health Statistics, for providing data in machine readable form to the Indian Health Service, etc. The contracts simply reimburse the Bureau for costs incurred in providing the service.

NUMBER OF RECORDS FILED BY YEAR

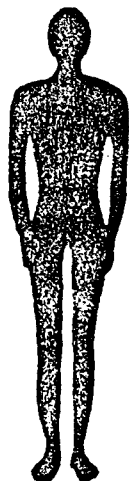
Bureau of Records and Statistics



MONTANA CENTRAL TUMOR REGISTRY CASES



TEN LEADING SITES OF CANCER
FOR MALES AND FEMALES
MONTANA, 1985 (% of TOTAL CASES)



Prostate	23%
Lung	18%
Urinary Bladder	10%
Colon	9%
Rectum	6%
Unknown or Other	4%
Non-Hodgkin's Lymphoma	3%
Kidney and Renal Pelvis	3%
Pancreas	3%
Stomach	2%

Prostate cancer is the most common cancer diagnosed in males followed by lung cancer. This is the reverse of what is seen in U.S. Data.* In the United States, prostate cancer accounts for 19% of all male cancer diagnoses, compared to 23% in Montana. Lung cancer in the United States accounts for 22% of all male cancer diagnoses, compared to 18% in Montana.



Breast	28%
Lung	12%
Colon	11%
Corpus Uteri	6%
Unknown or Other	5%
Ovary	4%
Cervix Uteri	4%
Rectum	3%
Non-Hodgkin's Lymphoma	3%
Urinary Bladder	3%

In females, the incidence of breast cancer is slightly higher in Montana (28%) than what is seen in the U.S. data (26%). Lung cancer diagnoses fall into second place in Montana at 12% compared to 10% for the U.S.

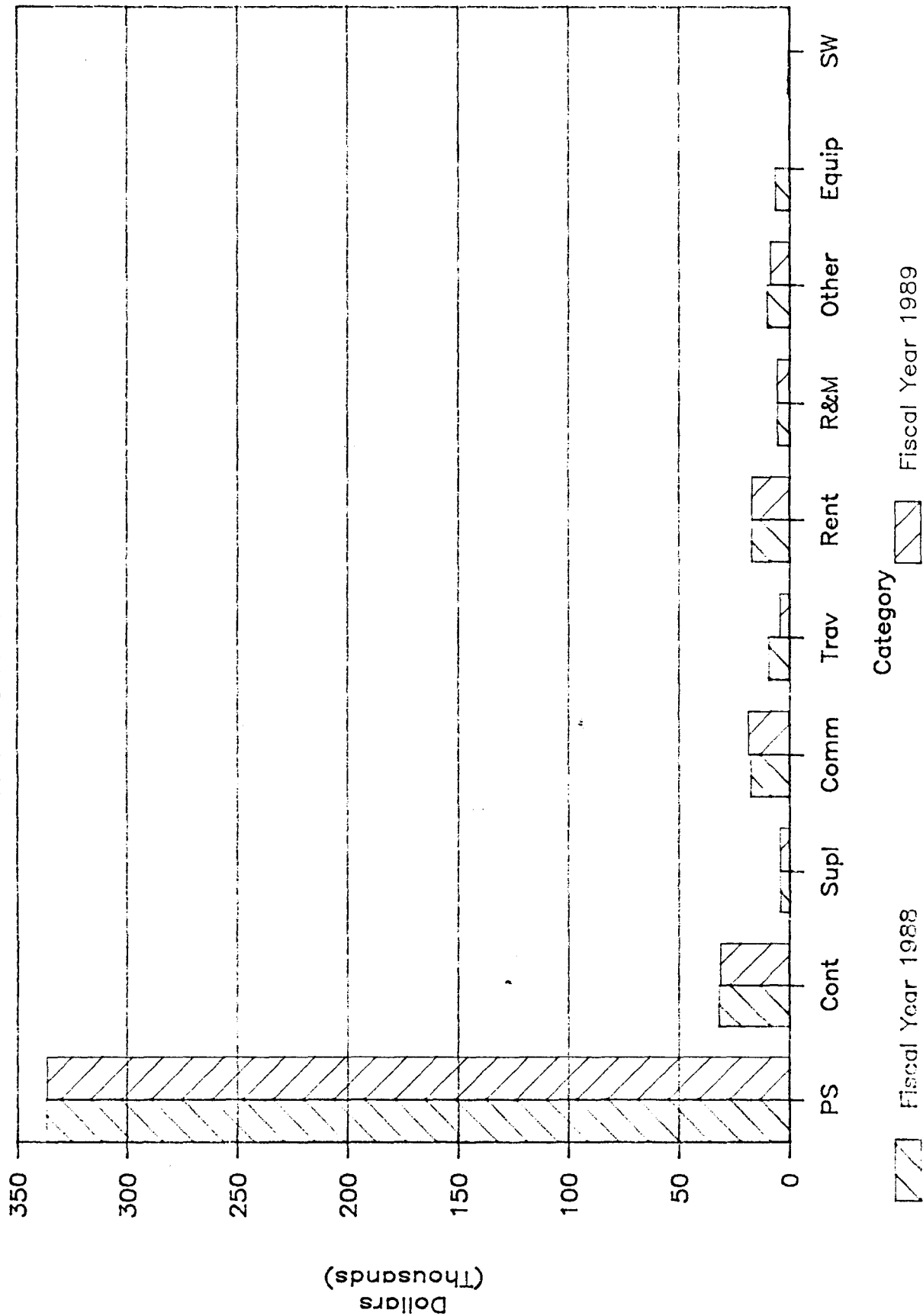
If female cancers of the colon and rectum were combined, they would account for 14% of the cases thus falling into second place instead of third in Montana statistics. This would be in line with U.S. data, which shows female colorectal cancers in second place at 16%.

These sites account for approximately 79% of the total cancer cases reported for 1985.

*U.S. data is obtained from the American Cancer Society: Cancer Facts and Figures, 1985; American Cancer Society, Inc., 1984.

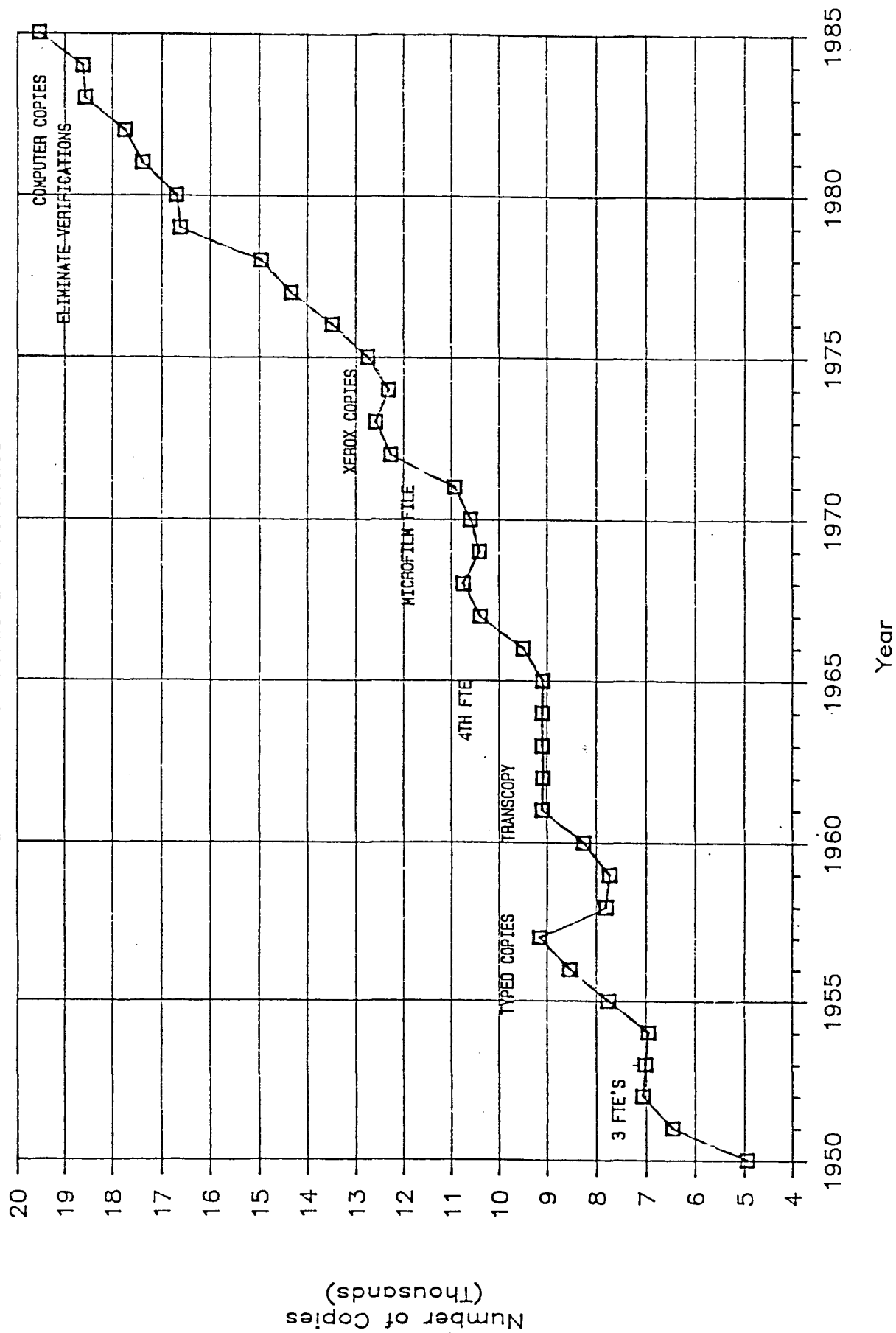
BUDGET CATEGORIES

Fiscal Years 1988 and 1989



PAID CERTIFIED COPIES ISSUED

Bureau of Records and Statistics



[illegible]

	Lowest quartile	Middle quartiles	Highest quartile
1990	10	10	10
1991	10	10	10
1992	10	10	10
1993	10	10	10
1994	10	10	10
1995	10	10	10
1996	10	10	10
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2084	10	10	10
2085	10	10	10
2086	10	10	10
2087	10	10	10
2088	10		

Montana Counties, 1981-1985
(By place of residence)

Rate = number of deaths under one year per 1,000 live births.

TESTIMONY ON THE
CHEMISTRY LABORATORY BUREAU
BEFORE THE JOINT APPROPRIATIONS SUBCOMMITTEE, 1987

Mr. Chairman and members of the Committee, I am John Hawthorne, Chief of the Chemistry Laboratory in the Department of Health and Environmental Sciences.

The first chemistry laboratory in the Department of Health was an industrial hygiene lab for the collection and analysis of workplace-related samples, mostly from Montana's mineral industry. The scope of its functions has expanded to meet the needs of the state and the recent passage of environmental laws has broadened that scope considerably. Indeed, environmental analytical chemistry is blossoming with no sign of wilting. The Chemistry Laboratory analyzes a wide variety of materials including water, air, hazardous wastes, food stuffs, and body fluids for an even wider variety of contaminants. These contaminants include metals such as lead and arsenic, minerals such as nitrate, fluoride and sulfide, and organic compounds such as endrin, chloroform and pentachlorophenol plus many more. To accomplish our analytical task, we rely heavily on modern instrumental techniques. In 1976 our laboratory performed 2,800 tests per FTE. In 1986, the number of tests per FTE had risen to 4,400, an increase of almost 60 percent. There are many reasons for this increase in productivity, but by far the most compelling are the recent advances in automated instrumentation, sometimes called "computer aided chemistry." It is not unusual for one of our chemists to analyze two sets of samples on two different instruments simultaneously. Besides being productive, our instruments must be flexible enough to adapt to a wide variety of sample types and testing regimens and sensitive enough to be able to analyze for contaminants at or below the level of health risk. The instruments we have requested will let us remain productive, and will meet our requirements for sensitivity and flexibility.

First, the atomic absorption spectrophotometer, better known simply as AA. This unit is to replace an AA purchased in 1978. The manufacturer of our current AA will not even write a service contract for the instrument because parts are often impossible to obtain. We keep it operating by swapping parts with a 1976 model. It has been sent in for repairs three times in the last year with no lasting success. This instrument is used to determine the amount of metals such as lead, cadmium, chromium and arsenic in water, wastes, air and blood. The current AA does not have the ability to detect very low levels of these toxic metals. The new AA will allow us to continue to analyze for toxic metals and at the very low levels required.

Second, the strip chart recorders. These recorders are to be used in the analysis of organic compounds. They are to replace two old recorders originally purchased used, and having a poor repair record. We are at present using one recorder and shifting it from instrument to instrument. With the new recorders, we will be able to use more than just one instrument at a time.

Third, the leak detector. Two years ago, we purchased two new gas chromatographs for the analysis of pesticides, herbicides and fuels in groundwater. These chromatographs separate these compounds in a steady stream of helium and nitrogen. Leaks in the system cause errors in the analysis of these compounds. The new chromatographs are so sensitive that traditional "soap bubble" type leak detectors will contaminate the chromatograph and render it useless. The requested leak detector finds extremely small leaks and will not contaminate the chromatograph.

Testimony on the Microbiology Laboratory Bureau
Before the
Joint Appropriations Subcommittee, 1987

Mr. Chairman and members of the Committee, I am Doug Abbott, Chief of the Microbiology Laboratory Bureau in the Department of Health and Environmental Sciences.

This Laboratory was established in 1917 to provide the scientific support services for the state's disease control and prevention programs. The Bureau provides this support through the specialized testing and scientific reference work offered by the three laboratory sections of Clinical Microbiology, Clinical Chemistry and Virology-Serology.

There have been a number of changes in the Bureau over the last biennium, some of which are reflected in the Laboratory's budget request. With the reorganization in the Department, some of the lab operating costs and two full-time positions that used to be paid out of the Division Administration budget have been transferred back to the Bureau.

The Newborn Screening Program authorized by the 1985 legislature is also now included in this Bureau. This program is entirely fee-supported and the two and a half full-time positions and operating costs requested will be covered by fee income.

*The Bureau is also requesting authorization to use fee income to replace several pieces of laboratory equipment. The two high cost pieces of equipment are a steam sterilizer for \$32,000 and a steam glassware washer for \$19,000. The

EXHIBIT

DATE

FILE

present equipment is old and becoming unreliable. During our last two certification inspections we have been warned that our glassware preparation and sterilization procedures need better and more reliable equipment.

The last budget issue is the \$50,000 contingency authority authorized for the Bureau by the 1985 legislature. The purpose of this was to allow the Bureau to use fee money to pay for excess costs caused by unanticipated disease problems or outbreaks in the state. While we have not had to use this yet, we would like to have the emergency spending authority continued into the next biennium.

This concludes my testimony. I will be glad to answer any questions you may have about the operations in the Bureau. Thank you.

DOA/war-018a-1

January 8, 1987
DATE 1-9-87
HB

DEPARTMENT OF HEALTH FY 1987 GRANT AWARDS

NAME	AWARDING AGENCY	GRANT PERIOD	\$ FEDERAL	CARRY-OVER	\$ STATE	\$ TOTAL
NATIONAL DEATH INDEX	HHS	APR 16-APR 15 1987	2,333	0	0	2,333
VITAL STATISTICS	HHS	JUL 1-JUN 30 1987	92,419	0	0	92,419
MICRO-FILMING	HHS	OCT 1-SEP 30 1987	1,748	0	0	1,748
LINKED BIRTH/INFANT DEATH	HHS	SEP 30 1986 - DEC 31 1989	9,805	0	0	9,805
HAZARDOUS WASTE	EPA	JUL 1-JUN 30 1987	235,466	0	78,489	313,955
WATER QUAL MANAGEMENT (205J)	EPA	JUL 1-JUN 30 1987	100,000	0	106,374	206,374
NPDES PERMIT COMPLIANCE	EPA	JUL 1 1986 - JUN 30 1988	23,470	0	1,235	24,705
DRINKING WATER	EPA	JUL 1-JUN 30 1987	280,841	0	93,614	374,455
WATER POLLUTION CONTROL (106)	EPA	JUL 1-JUN 30 1987	245,767	121,354	21,347	388,468
AIR QUALITY (105)	EPA	JUL 1-JUN 30 1987	168,924	0	88,368	257,292
CONSTRUCTION GRANTS (205G)	EPA	JUL 1-JUN 30 1987	284,866	0	0	284,866
ADVANCE OF ALLOWANCE (205G)	EPA	JUL 1-JUN 30 1987	81,250	0	0	81,250
UNDERGROUND STORAGE TANKS	EPA	JUL 1-JUN 30 1987	2,294,996	0	10,469	2,305,465
SILVERBOW CREEK (SUPERFUND)	EPA	OCT 17 1983-MAR 1 1987	101,897	0	526	102,423
MULTI-SITE (SUPERFUND)	EPA	APR 1 1985-MAR 31 1987	1,091,085	0	35,131	1,126,216
MILLTOWN RESERVOIR (SUPERFUND)	EPA	JUL 1 1983-DEC 31 1986	294,446	0	280,150	574,596
HEALTH PLANNING	HEM	JUL 1-1985-JUN 30 1987	887,712	0	0	887,712
FAMILY PLANNING	HHS	JUL 1-JUN 30 1987	148,770	0	29,277	178,047
COMMUNITY VACCINATION	HHS	JAN 1-DEC 31 1987	74,000	0	14,983	88,983
V.D. CONTROL	HHS	DEC 1-NOV 30 1987	42,280	0	0	42,280
CHILD NUTRITION(AUDIT)	USDA	OCT 1-SEP 30 1987	89,608	49,086	0	138,694
CHILD NUTRITION(SAE)	USDA	OCT 1-SEP 30 1987	2,036,455	0	0	2,036,455
WOMEN,INFANT,CHILDREN(CRM)	USDA	OCT 1-SEP 30 1987	1,542,825	0	0	1,542,825
WOMEN,INFANT,CHILDREN(CRM)	USDA	OCT 1-SEP 30 1987	4,784,558	0	0	4,784,558
BEHAVIORAL RISK SUR	HHS	SEP 1-AUG 31 1987	4,783	6,217	0	11,000
MEDICARE(T18)	HHS	OCT 1-SEP 30 1987	419,272	0	0	419,272
MEDICAIDE(T19)	HHS	OCT 1-SEP 30 1987	243,468	0	162,312	405,780
HTLV III	HEM	SEP 1-AUG 31 1987	74,500	0	0	74,500
HCH BLOCK GRANT	HHS	OCT 1 1986-SEP 30 1988	1,897,421	0	1,423,066	3,320,487
PHS BLOCK GRANT	HHS	OCT 1 1986-SEP 30 1988	632,187	0	0	632,187
STATE BASED AIDS PROJECTS	HEM	APR 15 1986-APR 30 1987	80,537	0	0	80,537
TOTAL			18,267,689	176,657	2,345,341	20,789,687

Note: As of this date the DHES has received only 25% of the Air Quality Grant and approximately 50% of the Water Pollution Control Grant of EPA.

The Child Nutrition (Reimbursement) agreement is not set at a specific level by USDA, the state is reimbursed for all expenditures associated with the program. The dollar amount of \$2,036,455 is the budget authority for the program in FY 1987. Anticipated expenditures are estimated at \$2,432,000.

1-9-87

1. DATE ISSUED Mo./Day/Yr. DEC 8 1986		2. FEDERAL CATALOG NO. 13.977
3. SUPERSEDES AWARD NOTICE dated <u>N/A</u> except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.		
4. AWARD NO. 08-H-000110-14-0		5. ADMINISTRATIVE CODES CC-H25-N-0
Formerly:		
6. PROJECT PERIOD Mo./Day/Yr. From 04/01/72 Through 11/30/87		
7. BUDGET PERIOD Mo./Day/Yr. From 12/01/86 Through 11/30/87		

EXHIBIT 19.87
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
PUBLIC HEALTH SERVICE
Region VII
1185 Fed. Office Bldg., Denver, CO 80294

NOTICE OF GRANT AWARD

VENEREAL DISEASE CONTROL

AUTHORIZATION (Legislation/Regulation)

Section 318 - Public Health Service Act
42 CFR, Part 51.b - Subpart A & D

8. TITLE OF PROJECT (OR PROGRAM) (Limit to 53 spaces) V.D. Control Program	
9. GRANTEE	
a. Name MT. Dept. of Health & Environ. Sci.	
b. Organization Unit: Health Services Division	
c. Street Cogswell Building	
d. City Helena	e. State MT
f. Zip Code 59620	

10. DIRECTOR OF PROJECT (PROGRAM OR CENTER DIRECTOR, COORDINATOR OR PRINCIPAL INVESTIGATOR)			
NAME	Espelin	Donald	E., Dr.
	Last	First	Initial
ADDRESS:	SAME		

11. APPROVED BUDGET (Excludes PHS Direct Assistance)	
<input type="checkbox"/> Grand Funds Only <input checked="" type="checkbox"/> Total project costs including grant funds and all other financial participation	
a. Personal Service	\$ 49,395
b. Fringe Benefits	10,619
c. Consultants	0
d. Travel	5,928
e. Equipment	0
f. Supplies	1,300
g. Contractual	2,975
h. Patient Care	0
Construction (A & R)	0
i. Trainee Costs	0
k. Other	8,503
l. TOTAL DIRECT COSTS	\$ 78,720
m. Indirect Costs	\$ 10,263
(Rate % of S&W/TADC)	
n. TOTAL APPROVED BUDGET	\$ 88,983
o. Federal Share :..... \$ 74,000	
p. Non-Federal Share* \$ 14,983	
*Must meet all matching or cost participation requirements. Subject to adjustment in accordance with PHS policy.	

12. AWARD COMPUTATION FOR GRANT	
a. Amount of PHS Financial Assistance (from 11.o)	\$ 74,000
b. Less Unobligated Balance From Prior Budget Periods	\$ 0
c. Less Cumulative Prior Award(s) This Budget Period	\$ 0
d. AMOUNT OF THIS ACTION	\$ 74,000

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT). 63			
BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS
a.	NONE	e.	
b.		f.	
c.		g.	
d.			

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH)	
a. Personal Services	\$
b. Travel 12.yr.per.1,200.....	2,385
c. Vaccine..... plus.1,185.12.yr....	0
d. Other travel.....	0
e. TOTAL DIRECT ASSISTANCE	\$ 2,385

15. PROGRAM INCOME SUBJECT TO 45 CFR 74.45 SHALL BE:			
a. <input checked="" type="checkbox"/> Used to further the objectives of the legislation under which the grant was made.	b. <input type="checkbox"/> Deducted from total project costs for the purpose of determining the net costs on which the Federal share of costs shall be based.	c. <input type="checkbox"/> Other - See Special Conditions	d. <input type="checkbox"/> NA

16. THIS GRANT IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
a. The grant program legislation cited above.	d. PHS Grants Administration Manual Chapters in effect as of the beginning date of the budget period.
b. The grant program regulation cited above.	e. PHS Grants Policy Statement in effect as of the beginning date of the budget period.
c. This award notice including terms and conditions, if any, noted below under Remarks.	f. 45 CFR Part 74.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail.
Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms & Conditions Attached - ☐ Yes ☒ No) This Notice of Grant Award is issued pursuant to the application dated 8/27/86. EQUIPMENT request of \$9,000 is disapproved. (Computer is being purchased under AIDS Coop. agreement U62/CCU802099-1.) TRAVEL \$712 in state, \$1,458 out of state, and OTHER of \$5,126 is deferred subject to availability of Federal funds.

17. AGENCY OFFICIAL (Signature, Name and Title) Howard B. Kelly, Director Office of Grants Management				
18. CRS - EIN 1-810302402-A6				
19. ORGANIZATION DESCRIPTORS: 12--40				
FY-CAN	DOCUMENT NO.	SECONDARY ADM. CODE	AMT. ACTION FIN. ASST.	AMT. ACTION DIR. ASST.
7-9089002	09-08H000110A	c.	74,000	e. 0
21. e.	b.	c.	d.	e.
22. e.	b.	c.	d.	e.

**U.S. ENVIRONMENTAL PROTECTION AGENCY
EPA ASSISTANCE AGREEMENT/AMENDMENT
PART I - ASSISTANCE NOTIFICATION INFORMATION**

1. ASSISTANCE ID NO.

V008430-01-5

2. LOG NUMBER

EIGHT-V-

3. DATE OF AWARD

DEC 05 1986

4. MAILING DATE

DEC 12 1986

5. AGREEMENT TYPE

Cooperative Agreement

Grant Agreement

Assistance Amendment

6. PAYMENT METHOD

☐ Advance

☐ Reimbursement

☒ Letter of Credit 68-13-0804

Send Payment Request To:

NA

7. TYPE OF ACTION

Increase Augmentation

8. RECIPIENT

Department of Health & Environmental Sciences
Environmental Sciences Division
Solid and Hazardous Waste Bureau
Cogswell Building
Helena, Montana 59620

9. PAYEE

Same

EXHIBIT

DATE

1.9.87

HB

EIN NO.

81-0302402

CONGRESSIONAL DISTRICT

01

10. RECIPIENT TYPE

State

11. PROJECT MANAGER AND TELEPHONE NO.

Duane Robertson (406) 444-2821

12. CONSULTANT (WWT Construction Grants Only)

NA

13. ISSUING OFFICE (City/State)

Helena, Montana

14. EPA PROJECT/STATE OFFICER AND TELEPHONE NO.

Jim Knoy
(406) 449-5414
FTS 585-5414

15. EPA CONGRESSIONAL LIAISON & TEL. NO.

Pat Gaskins (202) 382-5184

16. STATE APPL ID (Clearinghouse)

MT861117-220-X

17. FIELD OF SCIENCE

NA

18. PROJECT STEP (WWT CG Only)

NA

19. STATUTORY AUTHORITY

CERCLA, Sec. 104

20. REGULATORY AUTHORITY

40 CFR 29, 30 & 33
Subpart E, and 300

21. STEP 2 + 3 & STEP 3 (WWT Construction Only) NA

a. Treatment Level

b. Project Type

c. Treatment Process

d. Sludge Design

22. PROJECT TITLE AND DESCRIPTION

Multi-site Cooperative Agreement- Preliminary Assessment and Site Investigations for pre-NPL hazardous waste sites.

23. PROJECT LOCATION (Areas Impacted by Project)

City/Place

NA

County

NA

State

MT

Congressional District

99

24. ASSISTANCE PROGRAM (CFDA Program No. & Title)

66.802 Hazardous Substance Response Trust Fund

25. PROJECT PERIOD

4/1/85 - 3/31/87

26. BUDGET PERIOD

4/1/85 - 3/31/87

27. COMMUNITY POPULATION (WWT CG Only)

NA

28. TOTAL BUDGET PERIOD COST

NA

29. TOTAL PROJECT PERIOD COST

\$101,897

FUNDOS

FORMER AWARD

THIS ACTION

AMENDED TOTAL

30. EPA Amount This Action

91,897

10,000

101,897

31. EPA In-Kind Amount

NA

NA

NA

32. Unexpended Prior Year Balance

NA

NA

NA

33. Other Federal Funds

NA

NA

NA

34. Recipient Contribution

NA

NA

NA

35. State Contribution

NA

NA

NA

36. Local Contribution

NA

NA

NA

37. Other Contribution

NA

NA

NA

38. Allowable Project Cost

91,897

10,000

101,897

39. FISCAL

Program Element

FY

Appropriation

Doc. Control No.

Account Number

Object Class

Obligation/Deoblig. Amount

SFAY9A

87

68/2068145

SR0007

NSFA08LLZZ

41.85

\$10,000

TABLE A - OBJECT CLASS CATEGORY (Non-construction)		TOTAL APPROVED ALLOWABLE BUDGET PERIOD COST
1. PERSONNEL		56,842
2. FRINGE BENEFITS		12,460
3. TRAVEL		9,840
4. EQUIPMENT		1,933
5. SUPPLIES		3,011
6. CONTRACTUAL		3,000
7. CONSTRUCTION		-0-
8. OTHER		3,384
9. TOTAL DIRECT CHARGES		90,470
10. INDIRECT COSTS: RATE % BASE See special condition #2		11,427
11. TOTAL (Share: Recipient _____ % Federal <u>100</u> %)		101,897
12. TOTAL APPROVED ASSISTANCE AMOUNT	\$	101,897

TABLE B - PROGRAM ELEMENT CLASSIFICATION (Non-construction)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12. TOTAL (Share: Recipient _____ % Federal _____ %)		
13. TOTAL APPROVED ASSISTANCE AMOUNT	\$	

TABLE C - PROGRAM ELEMENT CLASSIFICATION (Construction)		
1. ADMINISTRATION EXPENSE		
2. PRELIMINARY EXPENSE		
3. LAND STRUCTURES, RIGHT-OF-WAY		
4. ARCHITECTURAL ENGINEERING BASIC FEES		
5. OTHER ARCHITECTURAL ENGINEERING FEES		
6. PROJECT INSPECTION FEES		
7. LAND DEVELOPMENT		
8. RELOCATION EXPENSES		
9. RELOCATION PAYMENTS TO INDIVIDUALS AND BUSINESSES		
10. DEMOLITION AND REMOVAL		
11. CONSTRUCTION AND PROJECT IMPROVEMENT		
12. EQUIPMENT		
13. MISCELLANEOUS		
14. TOTAL (Lines 1 thru 13)		
15. ESTIMATED INCOME (If applicable)		
16. NET PROJECT AMOUNT (Line 14 minus 15)		
17. LESS: INELIGIBLE EXCLUSIONS		
18. ADD: CONTINGENCIES		
19. TOTAL (Share: Recipient _____ % Federal _____ %)		
20. TOTAL APPROVED ASSISTANCE AMOUNT	\$	

PART III-AWARD CONDITIONS

a. GENERAL CONDITIONS:

The recipient covenants and agrees that it will expeditiously initiate and timely complete the project work for which assistance has been awarded under this agreement, in accordance with all applicable provisions of 40 CFR Chapter I, Subpart B. The recipient warrants, represents, and agrees that it, and its contractors, subcontractors, employees and representatives, will comply with: (1) all applicable provisions of 40 CFR Chapter I, Subchapter B, INCLUDING BUT NOT LIMITED TO the provisions of Appendix A to 40 CFP Part 30 and (2) any special conditions set forth in this assistance agreement or any assistance amendment pursuant to 40 CFR 30.425.

b. SPECIAL CONDITIONS:

(For cooperative agreements include identification or summarization of EPA responsibilities that reflect or contribute to substantial involvement.)

Previous special conditions remain in effect.

4. Budget categories by sites are delineated as follows for management assistance and forward planning:

Forward Planning

Management Assistance

	Mouat	Idaho Pole	BN Somers	East Helena	Libby	Anaconda	TOTAL
Personnel	235	264	1,240	1,230	870	1,962	5,801
Fringe Benefits	48	54	267	264	187	421	1,241
Travel	136	87	680	210	936	24	2,073
Supplies	22	26	97	122	107	36	410
Other	22	27	80	70	85	0	284
Total Direct Cost	463	458	2,364	1,896	2,185	2,443	9,809
Indirect Cost	50	56	265	263	186	398	1,218
TOTAL	513	514	2,629	2,159	2,371	2,841	11,027

FISCAL DATA

Site	Program Element	FY	Appropriation	DCN	Account Number	O.C.	Obligation Amount
Mouat	TFAY9A	85	68/20X8145	LSFG21	5TFA08LL65	41.85	\$ 513
Idaho Pole	TFAY9A	85	68/20X8145	LSFG22	5TFA08LL62	41.85	514
BN Somers	SFAY9A	86	68/20X8145	LSG005	PSFA08LL63	41.85	2,629
E. Helena	SFAY9A	86	68/20X8145	LSG004	PSFA08LL30	41.85	2,159
Libby	SFAY9A	86	68/20X8145	LSG003	PSFA08LL20	41.85	2,371
Anaconda	SFAY9A	86	68/20X8145	LSG002	PSFA08LL18	41.85	2,841

Preliminary Assessment

TFAY9A	85	68/20X8145	LSFG08	5TFA08LLZZ	41.85	26,598
TFAY9A	85	68/20X8145	LSFG23	5TFA08LJZZ	41.85	4,272
SFAY9A	86	68/20X8145	LSG006	PSFA08LJZZ	41.85	40,000
4FAY9A	86	68/2068145	LUG002	6UFA08LLZZ	41.85	10,000
SFAY9A	87	68/2068145	SR0007	NSFA08LLZZ	41.85	10,000

5. SPECIAL CONDITIONS (Continued)

PART IV

NOTE: The Agreement must be completed in duplicate and the Original returned to the Grants Administration Division for Headquarters awards and to the appropriate Grants Administrations Office for State and local awards within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA.

Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the recipient subsequent to the document being signed by the EPA Award Official which the Award Official determines to materially alter the Agreement shall void the Agreement.

OFFER AND ACCEPTANCE

The United States of America, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers assistance/amendment to the Department of Health and Environmental Sciences

for 100 % of all approved costs incurred up to and not exceeding \$ 101,897

for the support of approved budget period effort described in application (including all application modifications) for Federal Assistance 2/26/85 included herein by reference.

ISSUING OFFICE (Grants Administration Office)

ORGANIZATION/ADDRESS

U.S. Environmental Protection Agency
301 S. Park, Drawer 10096
Helena, Montana 59626

AWARD APPROVAL OFFICE

ORGANIZATION/ADDRESS

U.S. Environmental Protection Agency
One Denver Place
999 - 18th Street
Denver, Colorado 80202-2413

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

SIGNATURE OF AWARD OFFICIAL

Alexandra B. Smith

TYPED NAME AND TITLE

John G. Welles, Regional Administrator

DATE

DEC 05 1986

This Agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter I, Subchapter B and of the provisions of this agreement (Parts I thru IV), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by EPA to have been overpaid will be refunded or credited in full to EPA.

BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION

SIGNATURE

John J. Drynan

TYPED NAME AND TITLE

John J. Drynan, M.D., Director

DATE 12 1986

EXHIBIT 8
DATE 1-9-87
HB _____

**DEPARTMENT OF
HEALTH AND HUMAN SERVICES
ADMINISTRATION
OF GRANTS**

**FEDERAL REGULATIONS
Title 45 Part 74**

**AS OF JUNE 9, 1981
PLUS
OMB REQUIREMENTS FOR NON-FEDERAL AUDITS**



OFFICE OF THE SECRETARY, OFFICE OF GRANTS AND PROCUREMENT

This booklet contains:

1. **TITLE 45 CODE OF FEDERAL REGULATIONS PART 74, Department of Health and Human Services, Administration of Grants.**

(This reprint of Part 74 does not include Appendix E, containing principles for determining costs under research and development grants to hospitals. A copy of Appendix E may be obtained from the Division of Cost Allocation in any regional office of the Department.)

2. **OMB CIRCULAR A-102, Uniform Requirements for Assistance to State and Local Governments, ATTACHMENT P, Audit Requirements.**
3. **OMB CIRCULAR A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, Uniform Administrative Requirements, ATTACHMENT I, Standards for Financial Management Systems.**

(The above two attachments contain the requirements for non-Federal audits made applicable to this Department's grants and subgrants by Section 74.62 of Part 74.)

Most of the comments were relevant and were subsequently incorporated in the document. One of the more problematic references identified by the commenters in the text were discrepancies in documenting pre-remedial activities on a site-specific basis. Due to the number of comments on pre-remedial cost accounting practices, a third section in the text was added that defines Superfund pre-remedial requirements.

Respondents' comments also prompted clarification of State record retention guidance, specifically pertaining to the 3-year record retention requirements. In keeping with the 40 CFR 30 requirements, State records must be retained for 3 years beyond the end of the project period, unless audit, litigation, etc., is on-going. Under the latter condition, all records must be retained for 3 years after conclusion of the audit, litigation, (including Superfund enforcement actions), etc.

There were numerous concerns that the retention of documentation in a centralized file by site could not be properly monitored or accessed. This Appendix now suggests that all files for a particular site be cataloged in the same manner to improve accessibility/monitoring. It was suggested that a cross reference directory identifying multiple files for the same site be developed to further improve accessibility.

The text also underwent significant modifications responding to commenters' uncertainties concerning the use of microfilm in the Superfund program. This section now states that the substitution of original documentation by microfilm is allowable. All documents should be filmed and maintained according to EPA specifications (EPA order 2160) and National Archives and Records Administration (36 CFR 1230) requirements.

Appendix U reflects current Agency guidance pertaining to cost documentation requirements under cooperative agreements. As such, it should be considered a new addendum and be integrated into the State Participation manual.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

EXHIBIT 9
DATE 1-9-87
HE

SEP 11 1986

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

MEMORANDUM

SUBJECT: Addendum to the Manual State Participation in the Superfund Program: Appendix U, "Cost Documentation Requirements for Superfund Cooperative Agreements"

FROM: Henry L. Longest II *Walter W. Karles for*
Director
Office of Emergency and Remedial Response

TO: Mailing List

Attached is Appendix U, "Cost Documentation Requirements for Superfund Cooperative Agreements", to be added to the State Participation manual as a new addendum. This Appendix provides guidance to Regional and State personnel in their efforts to catalog, file, and maintain documentation of response costs incurred by the State during response. It is drawn from General Regulation for Assistance Programs (40 CFR Part 30), Procurement Under Assistance Agreements (40 CFR Part 33), and supplemented by the EPA Grants Administration Division's (GAD) Assistance Administration Manual (December 1984).

Appendix U of the State Participation manual was developed in consultation with EPA's Office of General Counsel (OGC), Grants Administration Division (GAD), the Office of Waste Program Enforcement (OWPE), and the Office of Enforcement and Compliance Monitoring (OECM).

A draft was distributed for comment on March 12, 1986, to Headquarters, Regional Offices, and to the Association of State and Territorial Solid Waste Management Officials (ASTSWMO). Comments on that draft as well as program experiences to date are reflected in this addendum. A discussion of the substantive changes and clarifications to the draft follows.

Generally, the Superfund program does not differ in substance from the Agency's requirements stipulated in 40 CFR 30 and 33. It embraces current Agency requirements with the major addition that accounting and record keeping conducted during Superfund response are detailed on a site specific basis to ensure cost recovery. For this reason, the text and the exhibits were structured in a manner that clearly presents both the application of EPA requirements to Superfund and those requirements specific to Superfund for cost documentation purposes.

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HUMAN SERVICES SUB COMMITTEE

DATE _____

January 9, 1987

DEPT

Health

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR WITNESS STATEMENT FORM.

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.