

A NEW Decade: A NEW Environment



**Oklahoma Department of
Environmental Quality
Annual Report
FY 2010**

A NEW Decade: A *NEW* Environment

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Letter from the Executive Director

As a new decade begins it is appropriate to reflect on challenges met and to anticipate those we will meet in the future.

The challenges we will face in the next few years are as daunting as any the agency has previously faced. While environmental regulation has been evolving and expanding since the passage of major federal environmental laws in the 1970s and 1980s, the pace of expansion over the next few years will be unprecedented. At the same time in the face of a tough economy, general revenue funding for state agencies is being slashed.

As we face these challenges the employees of DEQ will show their historic dedication to environmental stewardship, to innovation and to the quality of life for Oklahoma's citizens. That dedication has produced fish consumption advisories protective of human health, soil profiles that are much more protective of water quality than traditional testing methods, a customer services division that assists in economic development while helping to ensure that environmental law is understood from the beginning, programs to assist small communities in complying with those laws, notification to the sensitive population on ozone alert days, improvements to our laboratories, electronic inspection processes, award winning redevelopment projects and many, many more.

DEQ's divisions are unique. You will see that in the following pages. But you will also see that it takes all the divisions working together to protect public health and the environment. We will use our momentum fueled by past accomplishments as we look to the future – a new decade and a new environment.



Steven A. Thompson, Executive Director, Oklahoma Department of Environmental Quality.

DEQ Employees Recognized for Achievements

Each year DEQ employees nominate coworkers who exemplify outstanding customer service, teamwork, problem-solving and leadership for special recognition. The Employee Recognition

Committee honors four of these nominees as Employees of the Quarter. At the end of the fiscal year, division directors choose an Employee of the Year from the four Employees of the Quarter.



Qusay Kabariti was chosen Employee of the Quarter for the first quarter of fiscal year 2010 and then chosen by division directors as FY 2010 Employee of the Year. Kabariti currently works in the Construction Permitting Section of the Water Quality Division. In that role, he reviews plans and issues permits for the construction of water and wastewater treatment plants in the north part of Oklahoma.

Kabariti's nomination stated, "He is known for his professionalism in how he does his work and the way he projects this image to the customers he serves. His outstanding organizational skills allow him to simultaneously work on several complex projects, while still having time to explain the permitting process and the design requirements to our customers."



Don Ngo was selected Employee of the Quarter for the second quarter of FY 2010. Ngo works in Information Technology. He is currently developing a critical and complex electronic inspection project for public water supply inspections. Throughout the multiple projects he has worked on, Ngo has consistently shown his ability to go above and beyond to get the job done.

According to Ngo's nominators, "In his first project as a DEQ employee, he demonstrated considerable skills and initiative to think outside the box to accomplish tasks that have previously been unsuccessful. He consistently shows sensitivity to the customers' needs and sheer determination to get complicated projects done."



Phil Bowers was Employee of the Quarter for the third quarter of FY 2010. Bowers operates air monitoring sites for the agency's Air Quality Division. He also repairs the division's pollution instrumentation and is known for looking for ways to improve the division's monitoring systems and equipment.

His coworkers say, "Phil provides extensive leadership skills by providing valuable information in section staff meetings and by researching products, parts and supplies. He is capable of looking at both the pros and cons of changes he suggests, which gives management adequate information on which to make sound decisions."



Sherri Tilley was Employee of the Quarter for the fourth quarter of FY 2010. Tilley is the Water Quality Division's coordinator of the Integrated Compliance Information System, an Environmental Protection Agency national database. She oversees all the data and reports that DEQ submits to the database.

Tilley's nomination form said, "Sherri is responsible for not only division milestones being met but also agency priorities being achieved. She provides substantial support for Water Quality as well as other divisions in her role as GPS coordinator. Sherri's efforts have been recognized by Environmental Protection Agency staff at both regional and national levels."

Environmental Quality Board

Rulemaking Activities

The Environmental Quality Board, which is the rulemaking body for the Department of Environmental Quality (DEQ), is a 13-member body appointed by the Governor with the advice and consent of the Senate. Members of the Board are drawn from a variety of industrial, commercial, governmental and public interest backgrounds. During state fiscal year 2010 (FY 2010), the Board took rulemaking actions affecting 9 of the existing 27 chapters of DEQ rules.

Rule proposals were reviewed and recommended by the appropriate advisory council before presentation to the Board for adoption. Each advisory council is comprised of nine individuals representing a broad range of perspectives, all of whom have substantial experience and/or interest

in those areas within the purview of that advisory council. Prior to action on any rule proposal, the councils offer the opportunity for written and oral comments by individuals and entities interested in the rule. The level of public participation is often high, and helps to significantly shape the rule proposals that are eventually presented to the Board.

To become effective, rules adopted by the Board must be affirmatively approved by the Governor, and not disapproved by the Legislature. All rules adopted by the Board in FY 2010 received affirmative gubernatorial and tacit legislative approval.

The table on pages 12-13 summarizes rulemaking actions by the Board in FY 2010.

MEMBER	PROFESSIONAL REALM	APPOINTING OFFICIAL	TERM EXPIRES
Brita Haugland Cantrell*	Nonprofit statewide environmental organization	Governor	1/31/2013
Mike Cassidy	Agriculture Industries	Governor	1/31/2015
Anthony "Tony" Dark	Water Usage	Governor	1/31/2014
Bob Drake	Rural Water Association	Governor	1/31/2012
Jennifer Galvin	Petroleum Industry	Governor	1/31/2014
David Griesel	Solid Waste Industry	Governor	1/31/2012
Jerry Johnston**	Local Governing Board of City or Town	Governor	1/31/2015
Steve Mason	Hazardous Waste Industry	Governor	1/31/2011
Sandra Rose	Nonprofit Statewide Environmental Organization	Governor	1/31/2014
Karol "Terri" Savage	Nonprofit Statewide Environmental Organization	Governor	1/31/2012
Kerry Sublette	Environmental Professional	Governor	1/31/2013
John Wendling	Manufacturing Representative	Governor	1/31/2013
Richard Wuerflein	Conservation District Representative	Governor	1/31/2011

*Chair

**Vice Chair

Environmental Quality Board Members



Brita Haugland Cantrell



Mike Cassidy



Anthony "Tony" Dark



Bob Drake



Jennifer Galvin



David Griesel



Jerry Johnston



Steve Mason



Sandra Rose



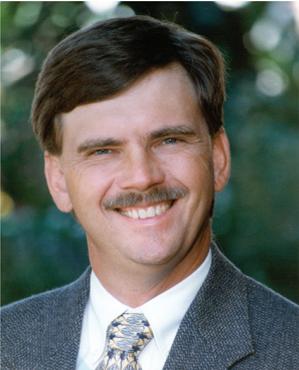
Karol "Terri" Savage



Kerry Sublette



John Wendling



Richard Wuerflein

Environmental Quality Board

Rulemaking Activities

CHAPTER	COUNCIL	SUBJECT	ADOPTED	TYPE	EFFECTIVE
100	AQAC	Remove obsolete language, rule clarification.	2/26/10	Permanent	7/11/10
100	AQAC	Incorporation by reference of federal rules.	2/26/10	Permanent	7/11/10
515	SWMAC	Clarify and amend permit modification requirements for C&D landfills.	2/26/10	Permanent	7/11/10
515	SWMAC	Require transfer stations to have a waste exclusion plan.	2/26/10	Permanent	7/11/10
515	SWMAC	Remove monitoring and control exemption for C&D landfills.	2/26/10	Permanent	7/11/10
515	SWMAC	Add a prohibition for the disposal of unsorted, baled municipal solid waste.	2/26/10	Permanent	7/11/10
515	SWMAC	Remove certain notification requirements for C&D landfills.	2/26/10	Permanent	7/11/10
515	SWMAC	Addition of new subchapter to administer a collection, recycling and reuse program for certain computers and computer monitors.	2/26/10	Permanent	7/11/10
606	WQMAC	Incorporation of Water Transfer Rule.	2/26/10	Permanent	7/11/10
645	WQMAC	Require training for septage pumpers and haulers; establish fee schedule to pay for administration.	2/26/10	Permanent	7/11/10

CHAPTER	COUNCIL	SUBJECT	ADOPTED	TYPE	EFFECTIVE
690	WQMAC	Incorporation of federal rules including the water transfer rule and hazardous waste management rules.	2/26/10	Permanent	7/11/10
205	HWMAC	Incorporation of federal hazardous waste regulations.	11/19/09	Permanent	7/01/10
611	WQMAC	Incorporation of federal rules by reference dealing with state-issued certifications pursuant to Section 401 of the Clean Water Act.	11/19/09	Permanent	7/01/10
623	WQMAC	Incorporation of federal rules by reference concerning pre-treatment requirements for Central Treatment Trusts.	11/19/09	Permanent	7/01/10
631	WQMAC	Incorporation of federal rules by reference concerning the operation of public water supply systems.	11/19/09	Permanent	7/01/10
100	AQAC	Revocation of 100:15 Motor Vehicle Pollution Control Devices and revocation of Appendices E & F. Adoption of new Appendices E & F.	8/24/09	Permanent	7/01/10

AQAC refers to the Air Quality Advisory Council; HWMAC refers to the Hazardous Waste Management Advisory Council; SWMAC refers to the Solid Waste Management Advisory Council; and WQMAC refers to the Water Quality Management Advisory Council.

Air Quality Council

Member	Professional Realm	Appointing Official	Term Expires
David Branecky	Utility	Governor	6/15/2013
Montelle Clark	General Public	Governor	6/15/2012
Gary Collins	Agriculture	Governor	6/15/2017
David Gamble	Petroleum	Governor	6/15/2012
Jim Haught**	Transportation	Governor	6/15/2014
Laura Lodes*	Engineering	Governor	6/15/2013
Robert Lynch	Higher Education	Governor	6/15/2011
Sharon Myers	General Industry	Governor	6/15/2016
Pete White	Local Government	Governor	6/15/2015

*Chair

**Vice Chair

The Air Quality Advisory Council is authorized by the Oklahoma Clean Air Act to review air quality issues and hold public hearings as part of the state's rulemaking process. Once approved by the nine-member panel, proposed rules are recommended to the Environmental Quality Board (EQB). Upon EQB adoption, the rules proceed to the state Legislature and Governor for final approval and adoption.

Advisory council members are appointed by the Governor for seven-year terms. The group voted to retain Laura Lodes, P.E. as chair, and elected Jim Haught as vice chair for the 2010 calendar year. Lodes, with Benham Companies LLC, represents the engineering profession on the council, and Haught with ONEOK, Inc. represents the transportation sector. A new council member was appointed by the Governor this year to fill the unexpired term of Jerry Purkaple, who retired from the petroleum industry in 2009. David Gamble, P.E. with ConocoPhillips, has been appointed by the Governor to the council to represent the petroleum industry sector until 2012.

In its quarterly hearings for FY 2010, the Air Quality Advisory Council recommended adoption

of Appendix Q, Incorporation by Reference, to incorporate the latest modifications to federal regulations. The appendix is updated annually to incorporate federal regulations that will be enforced by the state.

Taking steps in a project to harmonize the language and structure in OAC 252:100-17, Incinerators, the council recommended several changes to the rule to which various parts were added and modified over a decade by several different staff members. Changes were made to Part 1, General Provisions and Part 3, General Purpose Incinerators. A new Part 4, Biomedical Waste Incinerators was added to consolidate and clarify the department's design requirements and emission standards for biomedical waste incinerators. Appendices A and B were combined into a new Appendix A, Allowable Particulate Matter Emission Rate for Incinerators. The graphs in the appendices were replaced with a formula to determine the particulate matter emission rate for an incinerator.

More information on the council's activities can be accessed on DEQ's Web site at http://www.deq.state.ok.us/AQDnew/council_mtgs/index.htm.

Hazardous Waste Management Advisory Council

Member	Professional Realm	Appointing Official	Term Expires
Earl Hatley	Environmental Organization	Governor	3/1/2012
Steven Bogdahn	Political Subdivision	Governor	3/1/2011
Bob Kennedy	Industry	Governor	3/1/2011
Wesley Anderson **	Industry HW Generator	Pro Tempore	2/13/2012
Alan Riffel	Political Subdivision	Pro Tempore	3/11/2009
Michael D. Graves	General Public	Pro Tempore	3/11/2012
Terry Vandell	Geology	Speaker of the House	4/3/2013
Ray Reaves	Engineering	Speaker of the House	4/2/2012
Lee Grater *	Hazardous Waste Industry	Speaker of the House	3/31/2011

*Chair

**Vice Chair

The Hazardous Waste Management Advisory Council (HWMAC) serves as the initial rulemaking body for the Land Protection Division and operates under the authority of the Oklahoma Hazardous Waste Management Act. On April 22, 2010, HWMAC voted to approve revisions to the existing Brownfield rules. These revisions included emergency rulemaking, revocation of

pre-existing rules, and permanent rulemaking. The various changes were required to allow the program to continue without any interruptions due to changes in the authorizing legislation. It also enabled the program to fully utilize its available funding. The council also approved the annual 'Incorporation by Reference' update for the Hazardous Waste Rules.

Radiation Management Advisory Council

Member	Professional Realm	Appointing Official	Term Expires
Karen Jennings	Environmental Organization	Governor	7/1/2012
Steve Woods*	Engineering Profession	Governor	7/1/2011
Christopher Honigsberg	Manufacturing/Processing	Governor	7/1/2013
Nadine Barton	General Public	Pro Tempore	1/3/2011
Wayne Conway	Industrial Radiography	Pro Tempore	3/3/2010
George MacDurmon**	Higher Education	Pro Tempore	1/3/2012
Eric Mitchell	Transportation Industry	Speaker of the House	6/30/2013
Shawn Heldebrandt	Medical Industry	Speaker of the House	6/30/2012
Chad Mashburn	Petroleum Industry	Speaker of the House	6/30/2011

*Chair

**Vice Chair

The only meeting of the Radiation Management Advisory Council held for FY 10 was June 10, 2010, at the Tulsa Tech Riverside campus.

A rulemaking hearing was held during which a proposal was presented to increase program revenues sufficient to meet program costs and thereafter to provide an annual fee adjustment. Fees in every category for both materials licenses and x-ray permits are to be increased by 15 percent. A new fee is proposed for materials licensees authorizing two or more locations of use or storage with an additional charge of 25 percent of the base fee per additional site, capped at four additional sites. The fee for industrial radiography certifications is increased to reflect the cost of acquiring and administering the test. In the future, the annual fee adjustment will reflect increases to the Consumer Price Index and

will apply to every category of licenses, permits, and industrial radiographer certification.

After a presentation of the proposed rule, there were a number of comments and questions concerning the proposal by various members of the council. Several members of the council spoke in support of the proposed rule, and there were no comments opposing the rule. The proposed rule passed.

Among other items of business conducted were a brief report on the current status of the National Source Tracking System developments, a report on the results of a meeting held on August 12, 2009, a report on the Therapeutic Radiation Machine Regulation, and a report that an Oklahoma student won the National Radon Poster Contest.

Additionally, a brief report was given on the legislative actions affecting DEQ and other matters of note related to the Land Protection Division and Radiation Management Section.

Solid Waste Management Advisory Council

Member	Professional Realm	Appointing Official	Term Expires
Traci Phillips	Environmental Organization	Governor	3/1/2013
Jay Stout *	General Public	Governor	3/1/2011
Ralph Triplett, Jr.	County Commissioner	Governor	3/1/2012
Steve Landers	Industry Generating Solid Waste	Pro Tempore	3/1/2011
Bryan Taylor	Political Subdivision	Pro Tempore	3/1/2010
Bill Torneten	Geologist	Pro Tempore	3/1/2009
Donald Fletcher	Transportation Industry	Speaker of the House	6/2/2011
T.J. McCullough	Solid Waste Industry	Speaker of the House	3/7/2011
Jeff Shepherd**	Field of Engineering	Speaker of the House	10/31/2010

*Chair
 **Vice Chair

The Solid Waste Management Advisory Council serves as the initial rulemaking body for the Land Protection Division and operates under authority of the Oklahoma Solid Waste Management Act. Two regular meetings were convened during the fiscal year. Rules were passed to establish fee structures related to the Oklahoma Computer Equipment Recovery Act, waste screening standards

for transfer stations and construction/demolition landfills and yard waste composting requirements for transfer stations. Also, an exemption for methane gas monitoring and control for construction/demolition landfills was removed. Changes to the Tire Program were discussed but proposed rules were tabled to allow additional time for public comment.

Waterworks and Wastewater Works Advisory Council

MEMBER	PROFESSIONAL REALM	APPOINTING OFFICIAL	TERM EXPIRES
Robert Carr	OK Municipal League	Governor	6/30/2012
Bill Clark**	Environmental Training Center/ Higher Education	Governor	6/30/2010
Jim Pumphrey	Waterworks Operator	Governor	6/30/2008
Alan Coffin	OK Water & Pollution Control Association	Pro Tempore	1/1/2013
Arnold Miller	OK Water & Pollution Control Association	Pro Tempore	6/30/2012
Donald Spence	OK Rural Water Association (Retired)	Pro Tempore	6/30/2011
Allen McDonald*	Waterworks Operator	Speaker of the House	6/27/2013
Karl Potochnik	OK Rural Water Association	Speaker of the House	7/8/2011
Jon Nelson	Wastewater Works Operator	Speaker of the House	6/30/2012

*Chair
**Vice Chair

The Waterworks and Wastewater Works Advisory Council (WWWAC) is comprised of nine citizens, each appointed for three-year terms. The Speaker of the House, President Pro Tempore of the Senate and the Governor each appoint three members to the council. WWWWAC typically meets three times a year in January, July and October. However, additional meetings are

sometimes scheduled in order to address a rule change that does not fit the regular meeting schedule. The primary responsibility of WWWWAC is to recommend rules changes to the Environmental Quality Board. WWWWAC covers issues that govern the licensing of individuals that operate water and wastewater treatment plants. There were no rule changes brought before WWWWAC in FY 2010.

Water Quality Management Advisory Council

MEMBER	PROFESSIONAL REALM	APPOINTING OFFICIAL	TERM EXPIRES
Stephen Greetham	General Public	Governor	3/1/2011
Michel J. Paque**	Environmental Organization	Governor	3/1/2012
Jeffrey E. Short	Engineering	Governor	3/1/2010
Cathy Canty	Industry	Pro Tempore	3/16/2011
Steve Sowers	Oil Field Related	Pro Tempore	3/1/2012
Duane L. Winegardner	Geology	Pro Tempore	2/18/2012
Debbie Wells	Rural Water District	Speaker of the House	8/20/2010
Lowell Hobbs *	Agriculture	Speaker of the House	8/12/2013
G. T. Bynum	Local Government	Speaker of the House	8/12/2010

*Chair

**Vice Chair

The Water Quality Management Advisory Council (WQMAC) reviews and approves water quality rules and recommends changes to the Environmental Quality Board. The council is made up of nine members, who are appointed for three-year terms and who represent local government, industry, oil and gas, geology, engineering, agriculture, rural water districts, environmental groups and the general public. Three members are appointed each by the Governor, the Speaker of the House, and the President Pro Tempore of the Senate. WQMAC typically meets three times a year in January, July and October. However, additional meetings are sometimes scheduled in order to address a rule change that does not fit the regular meeting schedule.

This council reviews and recommends rules governing water quality to the Environmental Quality Board. Currently, 15 chapters of rules are under the authority of WQMAC. These include regulations for public water supply, industrial and municipal wastewater construction, treatment and discharge, pretreatment, biosolids, Drinking Water State Revolving Fund, small public and private systems, underground injection control and implementation of water quality standards.

During FY 2010, WQMAC passed rule changes to Chapters 606, 611, 623, 631 and 690 to update the incorporation date of certain federal rules adopted by reference. Additionally, WQMAC passed modifications to Chapter 645 which required training for individuals who are licensed to pump, haul, and store septage, operate a septage land application site, or treat septage as a means of final disposal. The required training will ensure that the licensed individuals have actual knowledge of the regulations and are aware of best management practices for handling septage. Facilities already permitted by DEQ's Water Quality Division to accept septage would be exempt from having to obtain another license under this regulation. Additionally, the modifications to Chapter 645 allow for the temporary storage of septage when the preferred disposal method is unavailable (such as the land application site is too wet, or the municipal wastewater treatment plant is closed). This allows individuals to operate a treatment facility that specifically treats septage, which will provide another disposal option for septage pumpers and haulers, and establishes a fee schedule that will help cover some of the costs of operating the program, which has historically been entirely supported by appropriation funds.

Small Business Assistance Advisory Panel

Member	Professional Realm	Appointing Official	Term Expires
Vacant	General Public	Governor	1/15/2012
Amir Farzaneh	General Public	Governor	1/15/2010
Patrick K. Jaynes, PhD	Small Business Owner	Pro Tempore	8/3/2009
Michael R. Rohlfing	Small Business Owner	Speaker of the House	1/15/2010
Robert Henry**	Small Business Owner	Minority Leader of the Senate	11/3/2010
Tim Dowd	Small Business Owner	Minority Leader of the House	3/1/2009
Matt Robison	No specific requirements	DEQ Executive Director	6/2/2011
Sharon Myers	General Industry	Governor	6/15/2016
Pete White	Local Government	Governor	6/15/2015

*Chair

**Vice Chair

In FY 2010 the Small Business Compliance Advisory Panel, in association with the Small Business Assistance Program and the Small Business Ombudsman, served as a representative for Oklahoma’s small business community on a wide range of environmental issues.

Throughout the fiscal year, the panel continued to be an advocate for small businesses, by offering opinions on topics such as the effectiveness of the Small Business Assistance Program and rulemaking within DEQ, which potentially affects small businesses.

Laboratory Services Advisory Council

Member	Professional Realm	Appointing Official	Term Expires
Brian Duzan*	Private Laboratory	Governor	7/1/2012
James W. Engman	Permit Holder	Governor	7/1/2004
Randall Ross**	Field of Hydrogeology	Governor	7/1/2011
Scott Haas	Private Laboratory	Pro Tempore	9/9/2012
William J. Janacek	Public Laboratory	Pro Tempore	2/13/2012
Elaine Stebler	Microbiology	Pro Tempore	9/9/2011
Anthony Bright	Environmental Chemistry	Speaker of the House	2/1/2013
Kenneth Crawford	Private Laboratory	Speaker of the House	3/7/2011
Rodney Wiedemann	Permit Holder	Speaker of the House	3/7/2011

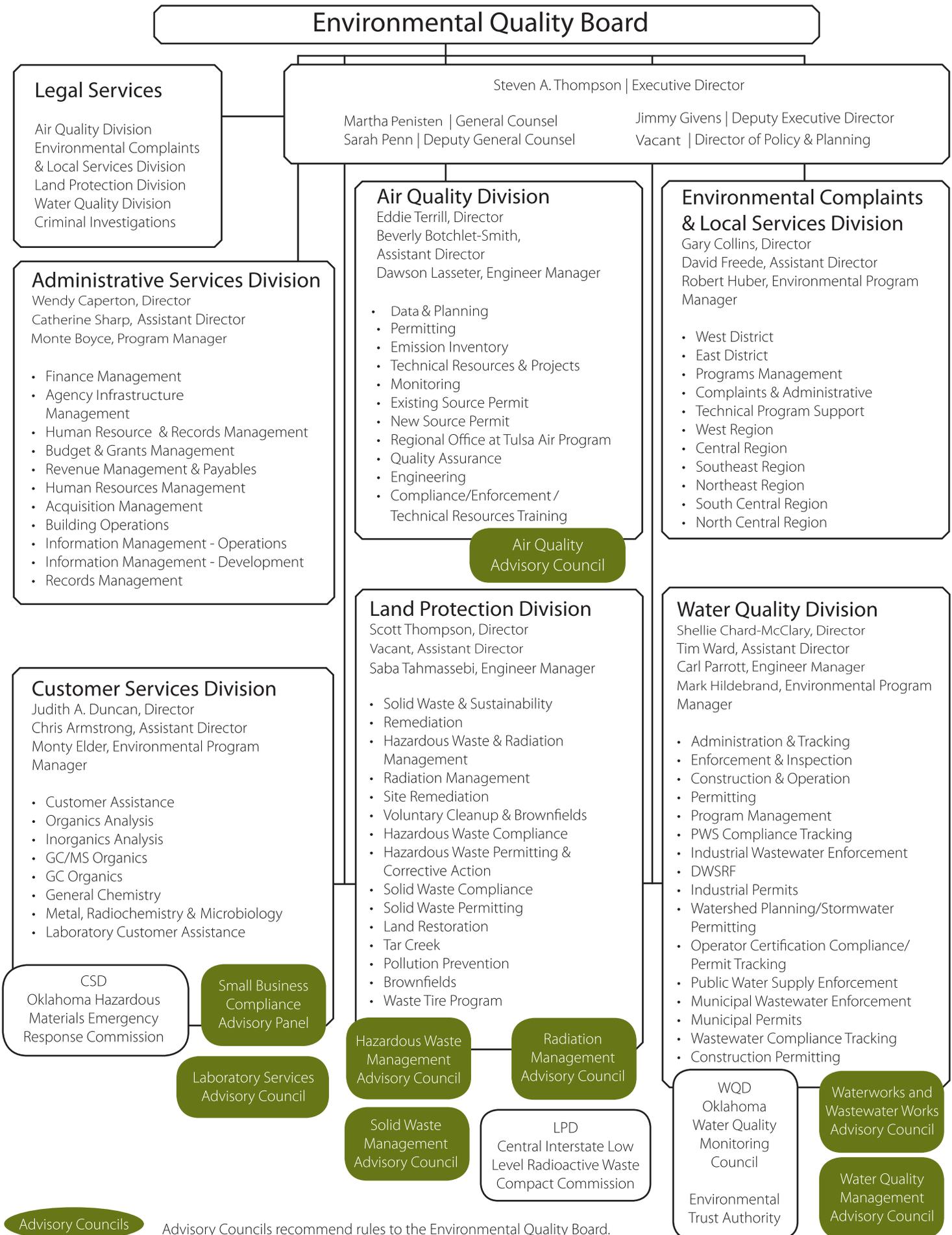
*Chair

**Vice Chair

The Laboratory Services Advisory Council held one meeting to discuss changes in the laboratory accreditation program to include having an application to The NELAC Institute's

National Environmental Laboratory Accreditation Program (NELAP) by the end of FY 2011. The council also reviewed and discussed other changes to meet program requirements.

DEQ Organizational Chart



Mission Statement

The Department of Environmental Quality

...to enhance the quality of life in Oklahoma and protect the health of its citizens by protecting, preserving and restoring the water, land and air of the state, thus fostering a clean, attractive, healthy, prosperous and sustainable environment.

Fiscal Year 2010 Goals

GOAL ONE:

Solve problems through effective processes and customer services approaches.

GOAL TWO:

Provide standardized, effective, timely and enforceable permitting processes.

GOAL THREE:

Provide services to citizens, businesses and local governments on issues within the Department's mission.

GOAL FOUR:

Solve problems through a responsive, equitable and timely environmental complaints process and emergency response system.

GOAL FIVE:

Provide consistent inspection, monitoring and enforcement within the bounds of the Department's statutory jurisdiction.

DEQ Virtual Servers Save Money, Energy

Only a few years ago, DEQ's headquarters included a typical server room. Dozens of servers had a single role and an adequate capacity for "worst case" loading. Most servers used a fraction of their processing capacity, but were using nearly maximum electrical power. If a server was overwhelmed or the storage was filled, the only fix was to buy more hardware and expand or replace the struggling server. This traditional model also kept many small disk drives working continuously, generating significant heat and noise.

Virtualization usually involves a "cluster" of a few powerful servers coupled with a type of dense storage shared over a network. On this platform, dozens of virtual servers run on each physical server. Consolidation in large environments can reduce physical server counts more than twenty to one. When a server or desktop computer is turned off, it not only saves power, but the energy it would use to keep the room's air cool. That is an instant cost recovery.

In addition, virtual servers can be moved between physical servers to evenly spread the load. Even if a catastrophe takes down one of the data centers, this configuration also allows hardware maintenance or replacement within the hardware cluster without interrupting services to workers and customers. Virtualization can span networks and physical locations so the customers can maintain access to computing services.



DEQ uses virtual servers, which saves money and energy.

Making DEQ More Energy Efficient

Energy conservation reduces air pollution and operating expenses, and for state facilities, is now required by law. In spite of the challenges presented by DEQ's aged building, the agency continues to lead by example.

In FY 2010, DEQ remodeled, adding nearly 20,000 square feet of office space. In addition, for the first time, DEQ occupied all of the office space on the second floor. In the meantime, the State Environmental Laboratory also added new equipment. As a testament to the energy efficiency of these projects, utility bills increased only slightly. The improvements included:

- Replacing regular incandescent light bulbs with compact fluorescent lights.
- Using energy efficient fluorescent bulbs.
- Replacing light fixtures in all four passenger elevators with linkable Energy Star fixtures.
- Adding light sensor switches in offices that will accommodate them.
- Installing low-flow toilets and urinals on the second floor.
- Installing dual switches on the energy efficient light fixtures on the second floor, allowing each office to use only necessary light.
- Putting LED light fixtures in cubicle work stations on the second floor and placing energy misers on vending machines.
- Sealing the building's exterior window frames.
- Installing a variable speed drive on the 150-ton, environmentally friendly chiller on the central air conditioner.
- Using recyclable carpet tiles for replacements.
- Removing all four 1956 passenger elevator controllers – powered by large, constantly running generators – and installing new digital controllers that turn off when not in use.
- Replacing worn-out appliances, like those in break rooms, with Energy Star or energy-efficient models.
- Keeping the mechanical plant in top shape.



The Oklahoma Department of Environmental Quality building in Oklahoma City.



Streamlining Public Access to Environmental Records

DEQ, like most large organizations, handles and manages thousands of documents. It is vitally important that these letters, permits, inspection reports and other items are clear, accurate and preserved. Much like a typical library, the information in the Office of Central Records exists in many forms. Standard files holding paper documents are still the most common format for retaining information. However, Central Records also keeps photographs, cassette tapes, audio files, microfiche, projector slides and several types of video, both digital and on tape.

A recent trend is to interact with the regulated community with virtual files as DEQ converts paper documents to images. These e-files must also be retained as public records and available for review. The advantages include the reduction of paper waste and storage space, as well as improved access to records. Imaging also allows simultaneous document access by multiple users.

DEQ considered imaging for several years before selecting appropriate software that met agency needs and allowed the efficient conversion of the environmental records. While DEQ employees have found the conversion of paper documents to images a large task, it is very satisfying to see the file cabinets disappear as the documents are converted.

Electronic submittals are more easily processed because the items are imported into the imaged file without printing on paper. The imaged documents can then be sent by e-mail, copied to compact disc or printed.

Access to the imaged records is currently available on public access computers at the DEQ headquarters in downtown Oklahoma City. Future plans include access to the imaged records through the agency's Web site. The goal is to meet the public's requests for records, while maintaining accurate records in accordance with state-stipulated standards.

Administrative Services under New Leadership

Wendy Caperton was appointed the director of Administrative Services in 2010. The Administrative Services Division is responsible for a wide array of agency functions, including financial management, human resources, information technology, records management and building operations and maintenance. Since her appointment, an area of special attention for Caperton has been the improvement of agency processes to prepare for the implementation of Phase II of the State of Oklahoma People Soft System. The Phase II implementation marks the first time the agency's business process will be part of an integrated statewide system.

Caperton began her state career in 1992, while she was finishing her bachelor's degree at the University of Oklahoma. Caperton worked in the Central Office of the Oklahoma Department of Health. In 1993, she was transferred to the newly formed DEQ, working as the information representative in the executive director's office.

In 2002, Caperton was promoted, becoming the director of policy and planning. For the next seven years, she directed the agency's internal policies, including oversight of the agency's management cycle, strategic plan, performance management process and the annual report. Caperton also supervised and oversaw the agency's public information office, personnel support for the office of the executive director and the intradivisional administrative support activities, including information technology.



Administrative Services Division Director Wendy Caperton.

David Dyke Retires After 30 Years of Service to the State of Oklahoma

Director of Administrative Services David Dyke obtained his bachelor's degree in environmental science from East Central University in Ada. He began his state service with the Oklahoma State Department of Health in 1979 as an environmental specialist in the Air Quality Service.

In 1981, Dyke moved to the Oklahoma Corporation Commission (OCC) as a public utility specialist. He was named deputy division director in 1984 and served in this role for eight years before moving back to environmental work as deputy division director of the OCC's newly created Consumer Services Division.

For the next two years, Dyke handled legislative regulatory matters and helped establish pollution prevention programs and pollution abatement processes for OCC'S regulated activities. He also represented OCC in the development of the first OCC\ DEQ Jurisdictional Guide still in use today.

In 1994, Dyke transferred to the newly formed DEQ, where he helped develop and implement the Title V program, worked to restructure the Air Quality Council meeting process and incorporated a court reporter and transcription process.

In 2003, Dyke moved to Administrative Services to become the first assistant division director. There Dyke took the service functions in the agency and helped create and develop a division separate from the Executive Director's Office and Office of General Counsel.

Serving in this capacity, Dyke began to look at energy efficiency and sustainability issues in the operations of DEQ and its headquarters building. He also expanded the responsibility and function of the agency assistant directors to include policy and administrative process development in a committee format. This process enhanced the quality and efficiency of administrative policy and procedures development.

In 2006, Dyke was appointed as director of Administrative Services where he obtained Leadership in Energy and Environmental Design (LEED) Certification for the DEQ building. As director, he introduced organizational and process changes, laying the foundation for a customer service



David Dyke retired from DEQ in 2009.

culture in all administrative matters. Under Dyke's direction, focus was placed on retaining and training tomorrow's leaders as DEQ senior management neared retirement age. He also concentrated on training, policies for a flexible work environment and incentives through a new level of management, all designed to make DEQ a better place to work. Many of the agency's achievements were published in *Preparing and Retaining Tomorrow's Leaders*, UTILITY EXECUTIVE November/December 2008, published by the Water Environment Federation.

Dyke retired from DEQ in October 2009.