

March 15, 2000

FIELD(name)
FIELD(title)
FIELD(organization)
FIELD(address)
FIELD(citystatezip)

Dear FIELD(salutation):

I am writing to confirm your participation as a reviewer for the upcoming U.S. Environmental Protection Agency's (EPA's) **"Peer Review of Hudson River PCBs Reassessment, Ecological Risk Assessment Report."** The information session will be held at the Sheraton Saratoga Springs Hotel in Saratoga, NY on Wednesday, March 22 and Thursday, March 23, 2000. The peer review meeting will be held on Thursday, June 1 and Friday, June 2, 2000, at the Holiday Inn Saratoga Springs in Saratoga Springs, NY. Eastern Research Group, Inc. (ERG), under contract to EPA, is providing support for coordinating and conducting this meeting.

Please carefully review this letter and enclosures, which describe your responsibilities prior to, during, and after the meeting. This package includes the following:

- Preliminary list of reviewers
- Logistical fact sheet for the information session
- ERG's consulting agreement
- ERG's invoice form
- Request for reviewer's biography
- Address verification form
- Format guidelines for premeeting comments

The documents and the charge will be available at the meeting.

When making travel arrangements for the information session, please note that the meeting will run from approximately 8:30AM - 4:30 PM on Wednesday, March 22, and from 8:30 AM - 11:45 AM for Ecological Risk Assessment reviewers and 1:00 PM - 4:15 PM for Human Health Risk Assessment reviewers on Thursday, March 23, 2000. Please plan your travel so you can participate in your session.

Consultant Responsibilities

Review of Ecological Risk Assessment Report and Supporting Documentation

- Review the document "Ecological Risk Assessment Report" and the supporting documentation, referring to EPA's charge to the reviewers and ERG's instructions for the review.

Premeeting Comments

- Submit premeeting comments to ERG in hard copy and on a diskette created in WordPerfect 6.1 for IBM compatible computers no later than **Friday, May 5, 2000**. Please see the enclosed format guidelines for additional information.

Consultant Responsibilities (continued)

- Review premeeting comments submitted by other reviewers prior to the workshop. (ERG will compile all reviewers' premeeting comments and send them to each reviewer at least one week prior to the meeting.)

Onsite Participation

- Participate in a premeeting onsite discussion with ERG and EPA, if scheduled (this will most likely be the evening of Wednesday, May 31) to review the agenda, discussion format, and logistics.
- Participate in the entire 2-day meeting. Actively contribute your expertise during discussions.
- In accordance with the agenda, lead discussions of issues in your area of expertise, or as assigned by ERG and the chair. Verbally summarize comments in your area of expertise or as assigned.

Postmeeting

- Participate in the preparation and review of the draft and final meeting summary outlining modifications that the panel believes should be implemented in the document "Ecological Risk Assessment Report."

Please make every effort to send us your premeeting comments by the deadline so that we may include your comments in the premeeting comment booklet that will be distributed to other reviewers before the meeting. Your comments will be used by the chair to organize discussion topics. Please note that your consulting agreement states that reimbursement is contingent upon meeting the required deadlines, ERG and EPA acceptance of your deliverables, and participation in the entire meeting. In a few isolated cases, ERG has not been permitted to pay consultants because of failure to adhere to these conditions or to deliverable deadlines. Please contact us with any questions or concerns.

Consulting Fee

ERG will remit payment of \$FIELD(Rate)/hr for 100 hours of work for a total of \$FIELD(Total) for this assignment. In addition, you will be reimbursed for related travel, hotel, and meal costs. Please note that the enclosed invoice details the maximum per diem allowed. ERG cannot reimburse you for amounts in excess of the allowable per diem nor for items such as alcoholic beverages, laundry, movies, etc. **RECEIPTS FOR ALL EXPENSES MUST ACCOMPANY YOUR INVOICE.** ERG will remit payment within 4 weeks of receipt of the invoice.

Travel Arrangements

Please make your travel arrangements through ERG's travel agent, American Express Travel, to obtain the lowest priced fully refundable airline ticket. Call **American Express Travel directly at 1-800-322-1013**. They will arrange for you to fly to Albany Airport, Albany, NY, and will send you prepaid tickets via Federal Express. Please refer to **Task #0089-03-012-001** when making travel arrangements and request a paper ticket, **not** an electronic ticket. In accordance with contractual regulations, ERG can authorize payment only for round-trip travel from your city of origin to Saratoga Springs, NY. If you wish to make additional stops in your itinerary, you will be responsible for paying for that portion of the travel. **If for some reason you are unable to make travel arrangements through American Express Travel, you must contact ERG prior to securing an airfare rate through another source. If you do not contact ERG before securing an airfare rate other than through American Express Travel, ERG will only be able to reimburse you for the rate offered by American Express Travel.**

Hotel Accommodations

Please note that hotel reservations have been made for you for the briefing and site tour. A room has been reserved for you for arrival on March 21 and departure on March 23. If you need to change these reservations please contact ERG immediately. You will be responsible for paying for your hotel room, and including these expense on your invoice form. For the actual peer review meeting you are responsible for making your own

hotel reservation and payment. ERG has arranged for a block of rooms to be held for meeting participants at the Holiday Inn Saratoga Springs, Saratoga, NY, for Tuesday, May 30, through Friday June 2, 2000. The group rate for single occupancy is \$71.00/night, plus 11% tax. Make your room reservation by calling the hotel directly at 518-584-4550 and referencing the **"EPA Hudson River PCB Workshop"** to ensure that you receive the special rate. Reservations must be made by **Monday, May 8, 2000**. After this date, reservations will be accepted on a space- and rate-available basis only. The enclosed logistical fact sheet contains directions and other details pertaining to the hotel and meeting site.

Deliverables and Deadlines

March 21, 2000	Signed consulting agreement, address verification form, and W-9.
March 22-23, 2000	Participate in briefing and site tour in Saratoga Springs, NY
April 24, 2000	Brief biography due to ERG
May 5, 2000	Premeeting comments due to ERG
May 31, 2000	Logistical meeting with ERG the evening prior to the start of the workshop
June 1-2, 2000	Meeting in Saratoga Springs, NY

We look forward to working with you on this task. If you have any questions regarding the meeting, the schedule, or your responsibilities, please contact me at 781-674-7324 or Lauren Lariviere at 781-674-7250.

Sincerely,

Kate Schalk
Conference Manager

Enclosures



Informational Meeting for the Peer Review of Hudson River PCBs Ecological Risk Assessment Report

Sheraton Saratoga Springs
Saratoga Springs, New York
March 22-23, 2000

List of Reviewers

Peter deFur

President
Environmental Stewardship Concepts
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Fax: 804-360-7935
E-mail: pldefur@igc.org

Lawrence Kapustka

President, Senior Ecotoxicologist
Ecological Planning and Toxicology, Inc.
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E-mail: toll@parametrix.com



Informational Meeting for the Peer Review of Hudson River PCBs Ecological & Human Health Risk Assessment

Sheraton Saratoga Springs Hotel and Conference Center
Saratoga Springs, NY
March 22-23, 2000

Logistical Fact Sheet

Registration Information

Eastern Research Group, Inc.
110 Hartwell Avenue
Lexington, MA 02421-3136 781-674-7374

Hotel Arrangements

Sheraton Saratoga Springs Hotel and Conference Center
534 Broadway
Saratoga Springs, NY 12866 518-584-4000
Fax: 518-584-7430

Rooms have been reserved for reviewers at the Sheraton Saratoga Springs for Tuesday and Wednesday, March 21 and 22, 2000. The room rate is \$56 plus 11% tax. You are responsible for room, tax and any meals or incidental charges you may incur. Please save all receipts as you will need to submit them with your invoice for reimbursement.

****Please note, if you are planning on departing early, you must cancel your reservation with the hotel prior to arriving at the hotel. Guests may be penalized for early departure. All reservations must be guaranteed for the entire stay. Unless the reservation is changed prior to arrival, the guest will be charged for each reserved night.*

Accessibility by Car

From Albany Airport:

Turn left out of airport parking lot onto Albany Shaker Road. Drive approximately 1½ miles to Interstate 87 (Adirondack Northway). Take I-87 North to Exit 15. Turn left off Exit 15. At the fifth traffic light, turn left onto Rock Street. At the stop sign, turn right onto Maple Avenue. The Sheraton parking lot is on the right.

From the North:

Take I-87 South (Adirondack Northway) to Exit 15. Turn right at exit. At the fourth traffic light, turn left onto Rock Street. At the stop sign, turn right onto Maple Avenue. The Sheraton parking lot is on the right.

**Accessibility
by Car
(continued)**

From the South:

Take Interstate 87 North (New York State Thruway) to Exit 24 at Albany. Follow I-87 North (Adirondack Northway) to Exit 15. Turn left off exit. Follow remainder of "From Albany Airport" directions.

From the East:

Take Massachusetts Turnpike West to New York Thruway. Take Exit B-1 (I-90 bypass) to I-787 North for approximately 6 miles to Route 7 East. Stay on Route 7 East for approximately 2 miles to I-87 North (Adirondack Northway). Stay on I-87 North for approximately 22 miles to Exit 15. Turn left off exit. Follow remainder of "From Albany Airport" directions.

From the West:

Take Interstate 90 East (New York State Thruway) to Exit 24. Take I-87 North (Adirondack Northway) to Exit 15. Turn left off exit. Follow remainder of "From Albany Airport" directions.

**Airport
Information**

The Sheraton Saratoga Springs Hotel is located approximately 35 to 40 miles from the Albany Airport, Albany, NY.

**Ground
Transportation**

Taxi:

Taxi service from Albany Airport is approximately \$48.

Van Transportation:

Super Shuttle is available to and from Sheraton Saratoga Springs Hotel. The fare is \$45 one way and must be reserved in advance by calling Hollywood Limousine Super Shuttle at 518-623-4527 or 1-800-830-8797.

Parking

Complimentary parking is available at the Sheraton Saratoga Springs Hotel.

**Onsite
Registration**

Onsite registration will take place outside the meeting room on Wednesday, March 22, beginning at 8:00 AM. Please stop by to pick up handout materials and/or sign up to make observer comments. Refer to the hotel's "Daily Events Board" for meeting room name and location. The meeting will begin at 8:30 AM.

TWO-PARAGRAPH REVIEWER BIOGRAPHY GUIDELINES

Peer Review Meeting for the Hudson River PCBs Ecological & Human Health Risk Assessments

Due Date: Friday, April 28, 2000

The following are guidelines and a sample for your two-paragraph biography. Please include the following information:

- Name
- Degrees
- Work Experience
- Current Work
- Committees, Papers, etc.

Submit a hard copy of your biography to us along with a diskette, or e-mail an electronic version of your biography as an attachment. Your biography will be included in the meeting materials provided to all attendees on site. The printed copy should be ready to be reproduced and on 8½ x 11-inch paper, with a 1½-inch left-hand margin to allow for hole-punching. Electronic files can be submitted on diskette, or as an e-mail attachment, in Word Perfect 6.1, MS Word, or in ASCII format. We will primarily use the electronic files in preparing the meeting handouts, but we also request a printed copy for the sake of comparison in the event that file conversion discrepancies occur.

SAMPLE BIOGRAPHY

[NAME]

[NAME] has a B.S. in Chemical Engineering from the University of Massachusetts and an M.S. in Chemical Engineering from the University of Cincinnati **[DEGREES]**. He/she has worked as a chemical engineer and Commissioned Officer in the U.S. Public Health Service. He/she has 27 years of research experience in wastewater treatment in the U.S. Environmental Protection Agency (EPA) and its predecessor organization **[WORK EXPERIENCE]**.

[NAME] is currently employed by **[ORGANIZATION]** as a **[TITLE]**. He/she is working on the control of specific toxicants and toxicity in wastewater treatment. His/her branch is responsible for the development of the TRE methods for municipal treatment plants and for toxicant and toxicant treatability research **[CURRENT WORK]**. He/she has served on the New Jersey Task Force on Acid Rain and on committees for Standard Methods for the Examination of Water and Wastewater as well as being a National Science Foundation panelist **[COMMITTEES, PAPERS, ETC.]**

Please mail the printed copy and diskette of your two-paragraph biography by April 28 to Lauren Lariviere, Eastern Research Group, 110 Hartwell Avenue, Lexington, MA 02421-3136. If you have any questions, please contact Lauren at 781-674-7250 or e-mail to llarivie@erg.com

Peer Review Meeting for the Hudson River PCBs Ecological & Human Health Risk Assessments

ADDRESS VERIFICATION FORM

Please take a moment to verify that the following information is correct. Indicate any changes that should be made and complete any blank lines. This information will be used to confirm the information we have at present and to create the final list of peer reviewers, which will be distributed to all who attend the meeting.

Name: FIELD(name)

Title: FIELD(title)

Branch/Division:

Organization/Affiliation: FIELD(organization)

Address: FIELD(address)

City/State/Zip: FIELD(citystatezip)

Telephone Number: FIELD(phone)

Fax Number: FIELD(fax)

E-mail Address: FIELD(email)

**Fax this form to Lauren Lariviere at 781-674-2906 by
Monday, March 20, 2000.**

DUE DATE and FORMAT GUIDELINES for PREMEETING COMMENTS

Peer Review Meeting for the Hudson River PCBs Ecological & Human Health Risk Assessments

Due Date: Friday, May 5, 2000

Approximately ten days before the meeting, ERG will mail peer reviewers a premeeting comment booklet for their review. For this booklet to be complete, ERG must receive your comments in advance. Additionally, the meeting chair and ERG need your comments to prepare for opening presentations and to organize issues for discussion. If you send a fax to meet the deadline, you must also express mail a hard copy and a copy on diskette to ERG.

Please send an electronic copy and reproducible hard copy to:

Eastern Research Group, Inc. (ERG)
110 Hartwell Avenue
Lexington, MA 02421-3136
Attn: Lauren Lariviere
E-mail: llarivie@erg.com

Thank you for your cooperation. Please feel free to contact Lauren Lariviere at 781-674-7250 with any questions or concerns.

Format Guidelines:

Your comments will be included in the comment booklet as received. Please prepare your comments referring to the charge to reviewers prepared by EPA and format them as follows:

TYPE SIZE: 11 point
PAPER SIZE: 8 ½" x 11"
SPACING: 1.5 line spacing
MARGINS: 1 ½" left-hand margin (for binding purposes)
1" right-hand, top, and bottom margins

- Please use a header with your name in the upper right-hand corner of each page of your comments.
- Organize your comments by section as outlined in EPA's charge questions.
- Remember to spell out acronyms when first used.
- Avoid incomplete sentences, abbreviations, and terms that might confuse the reader.
- If illustrations or tables are included, be sure that they are suitable for reproduction.
- Submit comments on diskette, or as an e-mail attachment, created in WordPerfect 6.1 or MS Word for IBM compatible computers.
- Attach any relevant articles or research results you feel should be considered in revising the report.