



# Toxics Cleanup Program

## Policy 340B

*Resource Contact:* TCP Program Planner

*Effective:* October 22, 2008

*Replaces:* Policy ADM-001

## **Policy 340B Managing TCP's Program Plan**

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***Purpose:*** The purpose of this policy is to define roles and responsibilities for managing TCP's Program Plan.

***Applicability:*** This policy applies to all activities and expenditures of the Toxics Cleanup Program.

### **1. The TCP Management Team Will Set Biennial Program Objectives**

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The TCP Management Team will determine biennial program objectives based on state and federal statutes, OFM performance objectives, agency priorities, and emerging needs.

### **2. The Program's Planner Will Develop the Program Plan**

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The Program's Planner will work with the TCP Management Team and Program leads to develop the Program Plan based on biennial program objectives and emerging needs. The Program Planner will also develop performance measures for tracking progress on significant activities for reporting to the Office of Financial Management and the Program Management Team.

### **3. The Program's Budget Planner Will Develop the Budget and Financial Plan**

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The Program's Budget Planner will work with the Budget Office to develop documents in accordance with agency requirements.

The Program's Budget Planner will provide reports, technical assistance, and regular updates of Program Index Code lists to program staff.

The Program Planner and Budget Planner will coordinate planning and budget activities.

### **4. Program Staff Will Track Their Activities**

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Program staff will maintain timely site cleanup progress data in the Program's site information databases.

## 5. Section Managers Will Manage Their Budgets

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Section managers will monitor their expenditures in relation to their allocations, and will seek Program Manager approval for deviations.

## 6. The Program Will Evaluate Program Progress on a Regular Basis

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Section Managers will monitor their sections' site information data quality and ensure site cleanup progress data is complete.

The Program's Planner will compile information on accomplishments for quarterly reviews by TCP Management Team. Further performance reporting will be compiled for agency reporting and the Governor's Office.

## 7. The Program Plan is an Evolving Instrument

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The TCP Management Team will adjust the Program Plan throughout the biennium as needs emerge and resources change.

Approved:



James J. Pendowski, Program Manager  
Toxics Cleanup Program

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