

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS



EPA REGION III STUDENT VOLUNTEER INTERNSIPS SUMMER 2016

The EPA Region III Student Volunteer Internship program (Volunteer Program) provides students with unpaid work experience that is related to their academic field of study. Volunteer opportunities offer exposure to various Federal careers and an enriched scientific and technical work experience. The Volunteer program is composed of specific projects and assignments for which students may apply.

ELIGIBILITY

- Applicants must be 18 years of age at time of application
- Be current students pursuing degrees or certificates from accredited college or university
- Obtain and maintain a GPA of at least 2.5 on a scale of 4.0 scale
- Able to provide a current transcript (official or unofficial)
- Able to provide proof of enrollment

DUTY STATION (unless otherwise noted)

U.S. Environmental Protection Agency
1650 Arch Street
Philadelphia, PA 19103

TIME COMMITMENT

Duration and work schedule are flexible, but students must be available for a minimum of six weeks from the start of the assignment.

HOW TO APPLY

- Applications will be accepted March 30-April 13, 2016 **OR** until 100 applicants are received
- E-mail a current resume, current transcript (official or unofficial), proof of enrollment, and a brief letter of recommendation from a teacher or professor to R3_Student_Volunteers@epa.gov
- Indicate the preference order of up to three assignments

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Project Assignment Name: GIS Mapping of Resource Conservation and Recovery Act (RCRA) Cleanup Sites

Office Location: Land and Chemicals Division, Office of Technical and Administrative Support, 3LC10

Work Description

The RCRA Corrective Action Program is responsible for investigating extent of contamination and selecting cleanup remedies for soil, groundwater, and surface water at a variety of facilities in Region 3 States (DC, DE, MD, PA, VA, and WV). Many cleanup remedies include permanent institutional or engineering controls that restrict property use or create physical barriers to contaminated media. To ensure long-term protection, EPA is actively mapping these restricted areas to display on a public web site and to ensure that remedies remain effective.

The student volunteer will review existing geographic information detailing selected remedies at specific facilities, and map the areas of restricted property use in ArcGIS. The student will develop summaries of remedies to include on EPA's web pages and maps and help review existing web pages and maps to make sure that they are the best possible resource for the public. The student will learn how to use ArcGIS mapping tools for mapping property boundaries as well as how EPA implements the RCRA Corrective Action program.

Desired Qualifications/Skills/Coursework/Preferred Major

Ability to use geographic information systems (ArcGIS) for editing or mapping polygon features from a variety of data sources. Coursework in geology, environmental science, and geographic information systems is ideal. Preferred major in geology, environmental sciences or related focus areas.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Project Assignment Name: Region-wide Quality Assurance (QA) Tracking Database Using SharePoint

Office Location: Environmental Assessment and Innovation Division, Immediate Office, 3EA00

Work Description

In a recent audit of Region III's QA program, the audit team reported that the Region lacked a mechanism by which to centrally track mandatory QA documents. Additionally, the report revealed that the Region was inconsistent in its implementation of a tracking system at the Division/Office level.

Region III recently learned that the Office of Environmental Information will be procuring and rolling out an EPA-wide QA tracking system, but that initiative is still 1-3 years away.

Region III is in need of an intern to develop a template that will track information about QA documents, when they are needed as well as when they are received, approved and expire. The assignment will also involve translating this template into a SharePoint site that will be accessible by Regional staff in the Philadelphia, Annapolis, Fort Meade and Wheeling offices. Additionally, the assignment will include soliciting each Division/Office for the data to input into the system and finally populating the system.

This project will fulfill a requirement to correct a finding in the recent audit of the QA program as well as afford the intern an opportunity to be creative in the development of a spreadsheet-like template and data housing system. The intern will interact with scientists and engineers to learn about their projects in the Region and the importance of credible and reliable data for project decision-making.

Desired Qualifications/Skills/Coursework/Preferred Major: Requires concentration, major or minor, or courses in a technological field or significant spreadsheet and cloud-based system experience. The student should possess creative abilities to problem-solving.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Sustainability Internship

Office Location: Environmental Assessment and Innovation Division, Office of Environmental Innovation, 3EA40

Work Description

The student will work within the Office of Environmental Innovation, in the Environmental Assessment and Innovation Division (EAID) on Sustainability (including climate adaptation) and Making a Visible Difference in Communities activities. Specific project assignments include:

- Coordinate and report on EAID's sustainability activities;
- Assist in building capacity of staff and identify ways of incorporating sustainability into the Division's programs;
- Assist in gathering sustainable outcomes of the Making a Visible Difference Effort and develop methods to communicate the results of this effort;
- Assist with community sustainability workshops (e.g., Local Foods / Local Places) in the mid-Atlantic region; and,
- Assist in implementing the Regional Sustainability Strategy.

The student will have the opportunity to gain experience with EPA's sustainability programs and related Region 3 initiatives, while interacting with EPA staff, representatives from states, other federal agencies, and non-governmental organizations.

Desired Qualifications/Skills/Coursework/Preferred Major: Candidates working toward an undergraduate or graduate degree in environmental science, environmental engineering, or environmental policy are encouraged to apply. The ideal candidate should be able to:

- Communicate effectively orally and in writing with a diverse group of people;
- Balance multiple tasks;
- Interact collaboratively as part of a team to accomplish specific goals; and
- Be self-motivated to take on new challenges, with direction.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Program Support for Children's Health Program

Office Location: Environmental Assessment and Innovation Division, Office of Environmental Innovation, 3EA40

Work Description

Opportunity to research, compile and analyze data by providing updated summaries on childhood health issues that relate to the environment; such as, asthma, lead poisoning, and cancer for all Region III states. Will also show 10-year data trends. Outreach opportunities to educate parents/caregivers about children's health as it relates to the environment.

Desired Qualifications/Skills/Coursework/Preferred Major: Public health or environmental studies major; experience in research and data manipulation.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Using Environmental Justice Screening (EJScreen) Tool to Map Ambient Air Environmental Exposures in West Philadelphia Which Can Exacerbate Asthma Symptoms

Office Location: Air Protection Division, Office of Air Partnership Programs, 3AP30

Work Description

Region III's Office of Air Partnership Programs focuses on improving environmental health outcomes for individuals - including those segments of the population which are and have been disproportionately impacted by outdoor ambient air health risks and indoor environmental asthma exposures. This project will use EJScreen as a guidance tool to promote asthma advocacy within the West Philadelphia community. By using the EJScreen map to create a factsheet to be used as a resource for identifying ambient environmental exposures which can exacerbate asthma.

The student volunteer responsibilities include following (not all-inclusive):

- Participate in EJScreen training
- Identify environmental factors within EJScreen which can exacerbate the disproportionate burden of asthma in urban communities
- Participation and collaboration with community stakeholders to complete EJScreen map
- Actively participate in stakeholders meetings and/or conference calls
- Task Activities:
 1. Create/Modify an EJScreen map
 2. Create a community based factsheet
 3. Promote EJ sensitivity among community stakeholders
 4. Presentation to community stakeholder on the final EJScreen map

Desired Qualifications/Skills/Coursework/Preferred Major

- Qualifications - An organized, motivated, fast-learner, an effective communicator, a good team-player looking to partner with local community stakeholders to produce an end product.
- Skills - Organizational, computer, communication, presentation and writing.
- Courses – Environmental Science, Environmental Justice, Public Health, Community Health and GIS application knowledge is a plus.
- Preferred Major – Environmental Scientist and/or Public Health

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Modernizing and Improving the Air Protection Division's (APD) Records and Data Management.

Office Location: Air Protection Division, Office of Permits and State Programs, 3AP10

Work Description:

- Want to be an Intern at a fun and exciting federal agency? Then the Environmental Protection Agency is the place for you! A place where you can engage with interesting people and come up with creative solutions, all while helping further our mission to protect human health and the environment.
- Goal – A vastly improved data management system for the Air Protection Division's records, which consist of paper documents, electronic files, videocassettes, CDs, DVDs, maps and/or other oversized documents created or received by staff.
- Come up with creative solutions for the maintenance, storage, and archiving of physical records.
- Help to organize records according to established protocols to facilitate ease of use and retrieval of records.
- Actively participate in team meetings and push towards win-win solutions.
- Analyze processes and provide a framework to improve organization and maintenance of electronic files in the Office of Permits and State Programs.
- Move and re-package physical records.

Desired Qualifications/Skills/Coursework/Preferred Major:

- Qualifications - An organized, motivated, team-player looking to work in a dynamic setting with a tangible end product, a vastly improved records and data management system.
- Skills - Organizational, computer, archive, file and data management skills.
- Courses – Information Systems, Database Management, Archival Management.
- Preferred Major - Library and Information Science.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Integration of Environmental Justice concerns into Inspection Targeting

Office Location: Office of Enforcement, Compliance, and Environmental Justice, Immediate Office, 3EC00

Work Description

Project to identify opportunities to integrate Environmental Justice stressors into the selection and prioritization of inspections. Project to evaluate either a geographic area to identify sources in that community for inspection or analyze an industrial sector and identify locations of that type of industry, which are located in Environmental Justice areas of concern

Desired Qualifications/Skills/Coursework/Preferred Major: Engineering, Physical Sciences, Environmental

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Project performing Environmental Justice Screening analyses and supporting the development and rollout of a new Enforcement Case Tracking database system

Office Location: Office of Enforcement, Compliance, and Environmental Justice, Immediate Office, 3EC00

Work Description

EPA Region III is expanding its use of the Environmental Justice screening tool named "EJSCREEN" and is the lead for developing a new national enforcement case conclusion milestone tracking database named "iCERTS". The project would be to support the expanded use of EJSCREEN by running the model for the additional requests and begin the analysis of the effects of this additional information on addressing Environmental Justice concerns. The iCERTS project is completing a pilot phase. The project would support the input of additional cases as the program is deployed.

Desired Qualifications/Skills/Coursework/Preferred Major:

Engineering, Physical Sciences, Environmental Science

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Statistical analysis of Inspection Targeting Success

Office Location: Office of Enforcement, Compliance, and Environmental Justice,
Immediate Office, 3EC00

Work Description:

Project to evaluate past successes to effectively identify inspection opportunities. Conduct research to analyze 5-years' worth of inspection data and analyze the results by media, statute, targeted sector, and individual inspector, to identify areas of success which can be modeled or potentially used in other sectors and programs to evaluate future inspection and enforcement activities and initiatives.

Desired Qualifications/Skills/Coursework/Preferred Major:

Engineering, Physical Sciences, Environmental Science

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Project Assignment Name: OPM Intranet Site Design Assistant

Office Location: Office of Policy and Management, Immediate Office, 3PM00

Work Description

Region III Office of Policy and Management (OPM) is updating and refreshing its Intranet site. The assignment will involve designing and populating the revised site. The assignment will afford the incumbent the opportunity to hone their website design and management skills while participating in a key Region operational function.

Desired Qualifications/Skills/Coursework/Preferred Major: Requires solid communications and web design skills and experience.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Project Assignment Name: Information Services Assistant

Office Location: Office of Policy and Management, Information Systems Branch, 3PM50

Work Description

The incumbent will have the opportunity to work on a variety of information services-related projects including:

- Digitizing the Region's master file of records transmittals and receipts and creating a SharePoint site on which those records will be posted and shared;
- Updating the Region's internal television and computer pop-up message screen, both of which are used to communicate important information to employees; and
- Working with Regional staff on information services-related grants Region III makes to its state partners.

This project assignment will provide the incumbent the opportunity to hone their communications and computer skills while supporting key Regional services.

Desired Qualifications/Skills/Coursework/Preferred Major: Requires solid SharePoint, Microsoft Office, and HTML skills and experience. The incumbent must be detail oriented.

Time Commitment Anticipated: Minimum 15 hours per week, Maximum 40 hours per week

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Project Assignment Name: Facilities Management Philadelphia Lease Project Data Assistant

Office Location: Office of Policy and Management, Facilities Management & Services Branch, 3PM20

Work Description

Region III is in the planning stages for soliciting a new Regional office lease. This assignment will involve assisting the Project Manager with: architectural design and support such as illustrating floor plans and furniture layout, maintaining databases of lease-related procurement information such as inventory of various office furnishings (seating, conference furniture, filing cabinets, etc.) within the facility, and researching latest products/case studies for new filing/storage systems and conference & training furnishings.

Desired Qualifications/Skills/Coursework/Preferred Major: Requires CAD-based software and solid Microsoft Word, Excel, and database management skills and experience.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Assignment Name: Prevent Exposure to Asbestos in Schools: Support Asbestos Hazardous Emergency Response Act (AHERA) Implementation

Office Location: Land and Chemicals Division, Office of Toxics and Pesticides, Pesticides and Asbestos Program Branch, 3LC62

Work Description

The Pesticides and Asbestos Program Branch (PAPB) is responsible for helping to protect school children and school employees from asbestos exposure. The student volunteer will help to implement the requirements of the Asbestos Hazard Emergency Response Act (AHERA) in order to prevent exposure to asbestos and increased risk of lung disease.

AHERA requires public school districts and non-profit schools to inspect for asbestos-containing building material; to prepare management plans; and to take action to prevent school children and employees from being exposed to asbestos hazards. PAPB works with states to inspect schools and to collect and review school management plans to ensure compliance with the AHERA requirements. State inspectors conduct AHERA inspections using EPA credentials. They are required to send inspection files, including reports and field collected documents, to EPA Region III. The student volunteer will help to determine compliance with AHERA through a review of these inspection files and reports (to ensure that complete and adequate documentation is included); AHERA data forms; and inspection conclusion sheets. The student's work will enable files with violations to be prioritized for further case development and enforcement action by PAPB staff.

The student will learn how EPA enforces its regulations, specifically those designated to protect children's health. Interacting with PAPB staff will also introduce the student to other Branch responsibilities, including the Federal Insecticides, Fungicide, and Rodenticide Act (FIFRA) and the Clean Air Act Asbestos programs.

Desired Qualifications/Skills/Coursework/Preferred Major:

Ability to perform technical reviews and data entry after initial training on inspection files. Good analytical skills. Ability to summarize data and timely report to management.

EPA REGION III SUMMER 2016 VOLUNTEER INTERNSHIPS

Project Assignment Name: Building Capacity for Organics Recycling to Facilitate Diversion of Food Waste from Landfills

Office Location: Land and Chemicals Division, Office of Materials Management, 3LC40

Work Description

The Sustainable Food Management (SFM) program promotes diversion of wasted food from landfills. As this practice gathers momentum in the United States, it is critical for there to be a sufficient number of environmentally sound organics recycling facilities. Therefore, many of EPA's activities are devoted to building this organics recycling infrastructure.

The student volunteer will gain experience working on several projects focused on organics recycling (anaerobic digestion and composting). The student will learn about the many aspects of promoting the practice of organics recycling and will assist with the following:

- A project that will help EPA measure the capacity for processing wasted food at anaerobic digestion facilities;
- Facilitation of the State Compost/Anaerobic Digestion Forum made up of state and local regulators in 45 states; and
- Development of the new EPA website for anaerobic digestion and EPA's messaging on this topic.

Desired Qualifications/Skills/Coursework/Preferred Major: Courses in a science, engineering, or business field, (e.g., environmental engineering or science, statistics, marketing). Experience with Excel spreadsheets and web-based applications would be preferred, but is not required.