

## **Office of Pollution Prevention and Toxics (OPPT)**

### **2018 Summer Volunteer Intern Program**

#### **What do volunteers under this program do?**

Our volunteers gain valuable experience in three primary program areas:

- Review and regulation of chemicals under the Toxic Substances Control Act (TSCA);
- Sustainability and source reduction under the Pollution Prevention Act, which includes sustainable manufacturing and greener/safer chemistry;
- Providing public information on chemical releases, waste management, and pollution prevention under the Emergency Planning and Community Right-to-Know Act.

Through this program, you can be a part of implementing the first major update to an environmental law in 20 years. We are looking for talented volunteers to assist with OPPT's efforts to advance chemical safety through implementing this legislation.

#### **Who is eligible?**

You must be a U.S. citizen and a full-time undergraduate, graduate student, or Ph.D. candidate seeking a degree in one of the following majors:

- Biology;
- Business Administration;
- Chemistry;
- Communications;
- Ecology;
- Economics;
- Engineering (Environmental);
- Environmental Science and Studies;
- Information Technology;
- Liberal Arts;
- Science (Engineering, Physical, Policy, Pollution Prevention, Program Analysis); or
- Statistics.

#### **What is the typical length of the volunteer opportunity?**

Summer volunteers are expected to begin on or shortly after Tuesday, May 29, 2018, and work for 10 weeks, through Friday, August 3, 2018. We plan to recruit up to 15 volunteers who may work full-time or part-time. Volunteers are expected to work a minimum of 20 hours per week.

#### **Are the positions paid? Where are the positions held?**

These internship positions are unpaid.

All positions are at EPA Headquarters located in Washington, D.C. Volunteers may apply for a transit subsidy for the cost of public transportation to use for commuting during the tenure of their entire volunteer opportunity.

**How do I apply? What is the application deadline?**

To be considered for this program, submit a resume, certification of enrollment, and transcript, preferably as a single Word or PDF file, via e-mail to Kimisha Spear – Program Coordinator of the Summer Volunteer Intern Program, at [OPPT\\_SVIP@epa.gov](mailto:OPPT_SVIP@epa.gov).

**The subject line of the email should include your first and last name and the division in which you are interested.** The deadline for applying is Friday, April 13, 2018. Interviews may be conducted in-person, virtually via Skype, or by conference call, dependent on intern manager schedules.

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern Program

## Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Chemical Control Division (CCD)/ Chemical Information and Testing Branch (CITB)</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's or master's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>Provide support to the Chemical Information and Testing Branch (CITB), the branch responsible for implementing the Toxic Substances Control Act (TSCA) Section 4 Testing Program, Section 8 Information Collection Program, and TSCA chemical import/export activities.</p> <p>The summer intern's responsibilities may include:</p> <ul style="list-style-type: none"><li>• Participating in the continued development and population of "ChemView," the web-based database, developed to improve access to information on chemicals regulated under TSCA.</li><li>• Assisting in the development of rules or orders under TSCA section 4 and 8 to implement the branch's test data and information collection program.</li><li>• Coordinating activities related to the TSCA Interagency Testing Committee (ITC).</li><li>• Helping importers and exporters of chemical substances comply with TSCA section 12 and 13 export and import regulations.</li></ul>
<b>Projected start date:</b> Summer 2018	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• Strong organizational skills and detail oriented</li><li>• Strong written and oral communication skills</li><li>• The ability to work in a fast-paced environment</li><li>• The ability to work well independently and on multi-disciplinary teams</li></ul>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Preferred majors are environmental science, chemistry, biology, environmental engineering, policy, or communications.</li></ul>

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern Program

## Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Chemical Control Division (CCD)/ Existing Chemicals Branch (ECB)</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's or master's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>The summer intern would assist with specific projects related to:</p> <ul style="list-style-type: none"><li>• Developing risk-reduction strategies for chemicals for which risks are identified. This would include identifying uses of the chemicals, safer alternatives, engineering controls and other considerations in a risk-management strategy.</li><li>• Analysis of Chemical Data Reporting (CDR) information to support reports and internal analyses (e.g. creating industry profiles), and other submitted data.</li></ul>
<b>Projected start date:</b> Summer 2018	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• Strong written and oral communication skills</li><li>• Works well on a team</li><li>• Takes initiative when given a project; asks for clarity as needed</li></ul>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Science (e.g. chemist), engineering, policy, economist, statistics, policy</li></ul>

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern Program

## Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Chemistry, Economics, and Sustainable Strategies Division (CESSD)/ Prevention Strategies and Implementation Branch (PSIB)</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's or master's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>The summer intern would assist with specific projects related to:</p> <ul style="list-style-type: none"><li>• Developing case studies of Pollution Prevention (P2) projects funded by EPA and from other sources. These case studies will be captured on a standard template for consistency and to help form the basis of a P2 Case Study Database. These case studies will help EPA amplify these projects and innovations so others can replicate the projects and results.</li><li>• Review P2 reports and summaries in the Toxic Release Inventory (TRI) for specific industry sectors to identify additional P2 case studies and innovations, as well as potential barriers to implementing P2.</li><li>• Examine the usefulness of using other data sources to help target P2 assistance, set future program priorities and support program performance measures.</li><li>• Help develop a P2 assessment checklist that can be used to help make sure that P2 Technical Assistance Providers (TAPS) are providing their services consistently and in a way that best supports program goals.</li></ul>
<b>Projected start date:</b> Summer 2018	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• Interest in program analysis, pollution prevention and environmental studies</li></ul>
<b>Majors We Are Seeking:</b>	No Preference

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern Program

## Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Human Resource &amp; Administrative Management Branch (HRAMB)</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's or master's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>The goal of the internship is to enhance the student's academic training, professional growth, and personal development. Our summer intern will assist HRAMB with documentation, analyses, and other associated responsibilities related to human resource administration:</p> <ul style="list-style-type: none"><li>• Support coordinating efforts for the OPPT Semi-Annual Awards Ceremony.</li><li>• Assist in the maintenance of HRAMB SharePoint Site.</li><li>• Help develop Standard Operating Procedures and Work Instructions.</li><li>• Support the development of OPPT outreach and recruitment resource lists (GovDelivery).</li></ul>
<b>Projected start date:</b> Summer 2017	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• Previous administrative and business experience would be helpful, as would being technologically savvy and enthusiastic to assist in various projects</li><li>• Knowledge of Word, Excel and SharePoint</li></ul>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Business administration, communications, information technology, liberal arts</li></ul>

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern

Program

Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Information Management Division (IMD)</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	No Preference
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	The summer intern will assist with testing new applications or enhancements, documenting new issues, gathering requirements and developing user stories for future enhancements of applications. In addition, the intern would also assist with specific projects related to tracking IT development status.
<b>Projected start date:</b> Summer 2018	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• IT Experience</li></ul>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Information Technology</li></ul>

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern

Program

Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Toxics Release Inventory Program Division (TRIPD)/ Toxics Release Inventory Communications and Outreach Branch (TRICOB)</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's or master's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>This internship provides a candidate the opportunity to help increase awareness, understanding and use of environmental information with the objective of promoting environmental good.</p> <p>The candidate would be supporting EPA's community-right-to-know Toxics Release Inventory (TRI) Program within the Toxics Release Inventory Program Communications and Outreach Branch (TRICOB). The following provides a list of the anticipated, projects, duties, responsibilities and deliverables for our summer intern.</p> <ul style="list-style-type: none"><li>• Developing approaches for increasing access, understanding, and use of TRI information in typical college demographics.</li><li>• Helping track "mentions" of TRI data in the media (e.g., journals, newspapers, blogs, etc.) and academic articles and reports, and helping to raise internal awareness.</li><li>• Co-leading a draft of written communication deliverables such as TRI social media messaging, TRI listserv messages, etc.</li><li>• Assisting in the development of a "TRI in the News" clips system for keeping track of and sharing noteworthy news articles involving or utilizing TRI and TRI data.</li><li>• Promoting TRI successes, via postings to the internal website.</li><li>• Providing support in fielding research and finalizing media requests from EPA's Office of Public Affairs.</li><li>• Other communication-related tasks as assigned.</li><li>• Conducting research and analysis as guided by TRI staff and management.</li></ul>
<b>Projected start date:</b> Summer 2018	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>



**Special Qualifications and/or Previous Experience:**

For the intern to successfully complete the projects associated with the assignment.

- Excellent communicator (written and oral), collaborator, self-starter, Internet researcher, problem solver, Microsoft Word, Excel and Data Visualization (a plus but not essential)

**Majors We Are Seeking:**

- Course work and interest in environmental and/or science related areas, and communications

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern

Program

Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Risk Assessment Division, Branch 1</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's or master's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>EPA has been implementing a systematic review of literature in the TSCA risk evaluation process. We are looking for a summer intern to assist with various systematic review tasks to support this effort. Tasks may include the following, depending on the stage of our systematic review processes during the summer:</p> <ul style="list-style-type: none"><li>• Assisting in extracting data into tables and graphs or quality checking these data.</li><li>• Learning systematic review and work flow software tools (such as HERO, HAWC, Distiller, SWIFT, DRAGON, JIRA) and using such tools to assist with reviewing and tracking references.</li><li>• Reviewing written documents related to systematic review.</li><li>• Participating in meetings related to systematic review.</li><li>• Assisting in literature searches and obtaining pdfs of references.</li><li>• Posting information to SharePoint.</li><li>• Choosing one software tool to learn and demonstrate to the Risk Assessment Division (RAD) staff.</li></ul>
<b>Projected start date:</b> Summer 2017	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>

**Special Qualifications and/or Previous Experience:**

For the intern to successfully complete the projects associated with the assignment.

- It would be useful if the student has some general proficiency and ease in working with software tools, but this is not a requirement for the work

**Majors We Are Seeking:**

- Preference for biology, engineering, physical science, IT, chemistry, but this is not a requirement

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern

Program

Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Risk Assessment Division, Branch 3</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>The summer intern would review existing tools, models, and relevant literature to understand how to model nanomaterial exposure in existing chemicals. For this work, the applicant would need an understanding of both fate and exposure of engineered nanomaterials, through careful research of existing sources provided by EPA.</p> <p>Following review of the data, the intern would compile a report and/or presentation describing his/her research in the field and would effectively describe to environmental professionals the overall research and findings on the state of the science of nanomaterials. The intern would highlight specific areas of the research including consumer, environmental, and occupational exposures and information such as data gaps, uncertainties, and limitations.</p>
<b>Projected start date:</b> Summer 2017	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<p>Review and prioritization of relevant computer models/tools, including evaluation, demonstration using power point slides, development of case studies and ideas for validation, and final report assessment.</p> <p>.</p>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Science (e.g., Chemistry, Biology)</li></ul>

# Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern

Program

Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Risk Assessment Division, Branch 5</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	bachelor's
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	<p>This position would be in the Risk Assessment Division and the summer intern would have the opportunity to participate in the Chemical Engineering and Industrial Hygiene Technical Team. This team is responsible for assessing workplace exposures and environmental releases for chemicals that EPA assesses under the TSCA.</p> <p>The intern would have the opportunity to work on several projects to enhance the assessment capabilities of the team. The intern would work under the guidance of the mentor to follow good project management practices of scoping, defining data needs, collecting data, writing up a proposed assessment approach, presenting, getting feedback and revising for approval.</p> <p>There are a number of potential projects. The intern would work on up to two projects during this time period. Examples from past experience include:</p> <ol style="list-style-type: none"><li>1. Developing an assessment factor to estimate releases during manufacture of products containing fragrance chemicals.</li><li>2. Developing a reference summarizing approaches for estimating releases from chemical containers.</li><li>3. Developing factors for estimating number of workers exposed for various industries.</li></ol>
<b>Projected start date:</b> Summer 2017	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• Strong desire to learn and work with the mentor on these projects</li><li>• Measures of success will consist of completion of the project management steps and then overall completion of the projects</li></ul>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Chemical Engineering</li></ul>

## Office of Pollution Prevention and Toxics (OPPT)

2018 Summer Volunteer Intern

Program

Project Description Form

<b>Program Office and Organizational Unit:</b>	<b>Risk Assessment Division, Branch 5</b>
<b>Workstation Location of Intern Assignment:</b>	<b>1200 Pennsylvania Avenue, NW Washington, DC 20460</b>
<b>Requested Intern Degree Level:</b> (Ex. bachelor's, master's, or no preference)	No preference
<b>Description of Developmental Assignment:</b> Include specific projects, anticipated duties, responsibilities, and deliverables/measures of success.	The summer intern would assist with specific projects related to: <ul style="list-style-type: none"><li>• Providing support to the human health technical team including literature searching and summarizing information on topics related to chemical categories.</li><li>• Keeping project information organized.</li><li>• Developing organizational systems for the human health technical team.</li></ul>
<b>Projected start date:</b> Summer 2017	<ul style="list-style-type: none"><li>• May-August, dates may vary</li></ul>
<b>Special Qualifications and/or Previous Experience:</b> For the intern to successfully complete the projects associated with the assignment.	<ul style="list-style-type: none"><li>• Excellent research and writing and organizational skills; background or strong interest in biology and human health issues</li></ul>
<b>Majors We Are Seeking:</b>	<ul style="list-style-type: none"><li>• Various fields of biology and human health</li></ul>