



**Managing Director's Report
November 2006**

1. Public Education and Outreach Programs

A. Public Outreach

- Accompanied PRR on sponsor meetings with Prince George's County (11/27/06), WMATA (11/28/06), Washington Gas (11/28/06), Montgomery County (11/28/06), and Mirant (11/29/06).
- Continued working with PRR and Marketing Committee on logo selection.
- Prepared for and conducted monthly AQAD team conference call (11/30/06); prepared meeting notes and updated FY 2007 master work plan.

B. Curriculum Development Project

- Conducted conference call with Environmental Education Exchange on Units 2 and 5 with additional participants who were not on the 10/24 conference call.
- Conducted conference call with EEE to review Units 4 and 6 (11/15/06).

2. Voluntary Business Emissions Reduction Campaign

A. Printer Initiative

- Researched Minnesota printer project and distributed to Printer Working Group. This successful pilot project was conducted by Clean Air Minnesota and the Printing Industries of Minnesota between April 2005 and April 2006. The project involved reducing VOC emissions in printing operations through the development and testing of customized low-VOC solvents.
- Revised printer survey to capture information about solvents based on Minnesota printer project.
- Surveys distributed to nearly 1,000 printers in Northern Virginia (11/16/06). The packet include a cover letter from Clean Air Partners and the Printing Industries of Virginia, the two-page survey, a Clean Air Partners brochure, and self-addressed, stamped envelop. An incentive for the first 50 completed surveys was referenced in the materials (\$10 gift certificate).

B. Business Roundtable

- Researched and reviewed aqueous parts washer materials, drafted parts washer survey, and followed-up with Montgomery County Department of Environmental Protection staff.

3. Administrative Duties

A. Boards & Committees

- Prepared for and attended 10-Year Anniversary Planning Committee meeting (11/14/06); prepared meeting notes.



Summary of Hours and Allocation of Managing Director's time

Program Area	Total Hours	Percentage of Time
1. Public Education & Outreach	31.50	66%
2. Voluntary Business Emission Reduction Campaign	8.50	18%
3. Administrative Duties	8.00	17%
Total	48.00	100%

Note: The Managing Director was on vacation Nov 20-24, 2006.