From: FELDON Leah
To: INAHARA Jill; GOLDSTEIN Meyer; DAVIS George; ARMITAGE Sarah; HNIDEY Emil
Subject: RE: New Q-time centers for Air Quality work associated with Portland metals work
Date: Wednesday, February 24, 2016 09:09:10

Sounds like it does (44760) but I will check with Margaret.

Thanks!

From: INAHARA Jill
Sent: Tuesday, February 23, 2016 5:13 PM
To: GOLDSTEIN Meyer; FELDON Leah; DAVIS George; ARMITAGE Sarah; HNIDEY Emil
Subject: FW: New Q-time centers for Air Quality work associated with Portland metals work
Importance: High

FYI. Not sure if this covers what we need for George's retirement party.

From: PALERMO Jaclyn
Sent: Tuesday, February 23, 2016 4:48 PM
To: SHIN Sohng; LIVENGOOD David; GILLES Bruce A; PICKERELL Loretta
Cc: COX Lisa; KUNZ David; McGOVERN Patty; FRITZMANN Mary; PETTIT Don; SMITH Bryan; INAHARA Jill; FEELEY Eric; TROUPE Cindy; ALBERTSON Brandy; SWAB Christopher; HAYNES Justin; KAYS Melissa B
Subject: FW: New Q-time centers for Air Quality work associated with Portland metals work
Importance: High

Please make sure if you did research related to the Portland metals work, the appropriate codes below are utilized in Qtime. It looks like the most applicable one for most of you would be 44760.

Thanks,
Jaclyn

From: OLIPHANT Margaret
Sent: Tuesday, February 23, 2016 3:15 PM
To: BOLING Brian; BORISENKO Aaron; MANDERA Zach; SCHUCKMAN Kathleen; MONRO David; DECONCINI Nina; EBERSOLE Gerald; GRABHAM Cheryl; DANAB Marcia; COLLIER David; ARMITAGE Sarah; STOCUM Jeffrey; PALERMO Jaclyn; EMER Lydia; WILES Wendy; ALDRICH Greg; ROYS Jim; PHELPS Rebecca; BARNACK Anthony
Subject: New Q-time centers for Air Quality work associated with Portland metals work
Importance: High

All,

Below are new Q-time centers to be used for charging time spent on Portland metals work. We have set up five Q-times with two for Laboratory work and three for coordination, communication, technical and source specific work. All have project numbers attached to them that will allow us to track expenditures in the accounting records. Time centers are effective as of February 1, 2016.

Please don't hesitate to give me a call if you have questions about how to charge and pass this information on to the appropriate staff for February's Q-time charging.

Laboratory time centers: Remember to direct charge time spent on the analysis of these samples to the Q-times below. Do not use the air toxics analysis prorate for this work.

Q-time 44761: Ambient Monitoring - Bullseye Glass Monitoring and Analysis

Definition: To be used by DEQ monitoring and analysis staff for processing air samples beginning Feb. 2016. The Q-time should only be used for samples associated with Bullseye Glass follow up monitoring. Work also includes monitoring logistics associated with the sites.

Q-time 44763: Ambient Monitoring - Uroboros Glass Monitoring and Analysis

Definition: To be used by DEQ monitoring and analysis staff for processing air samples beginning in February 2016. This Q-time should only be used for samples associated with sites near Uroboros Glass. Work also includes monitoring logistics associated with the sites.

Non-Laboratory time centers:

Q-time 44762: Air Toxics - Bullseye Glass Coordination

Definition: To be used by DEQ staff working with Bullseye Glass and with the issues created by emissions from this source. Includes permitting, technical, communication and coordination work.

44764: Air Toxics - Uroboros Glass Coordination

Definition: To be used by DEQ staff working with Uroboros Glass and with the issues created by emissions from this source. Includes permitting, technical, communication and coordination work.

44760: Air Toxics - Portland Metals Follow-Up

Definition: To be used by DEQ non-Laboratory staff for general air toxics work as a result of the moss study but not specific to Bullseye or Uroboros Glass

Thanks,
Margaret Oliphant
DEQ Office of Policy & Analysis
503-229-5687