Annual Work Plan of the
Interagency Woody Biomass Utilization Group (WBUG) – 2010/2011

The Interagency Woody Biomass Utilization Group – an interagency effort to promote the ecological and economically sustainable use of woody biomass – is working on a number of contracting, coordination, policy and regulatory issues. The following Work Plan was reviewed and developed by the WBUG at our quarterly strategic planning meeting in Washington, DC on June 9, 2010. This Plan is a living document and is continually modified and updated as work progresses. It has also been modified based on input from our external partners. Exhibit One shows the specific activities the WBUG will undertake as we finish up 2010 and 2011. Included in the plan is a calendar of events at which the WBUG will participate and potentially display the WBUG exhibits (Exhibit Two), as well as a list of the interagency and external working groups in which WBUG members are participating (Exhibit Three).

**ACTION ITEM:** Task team leads need to hold regular coordination calls with team members to keep work progressing

**ACTION ITEM:** Task team leads will update each of their respective task sections of this work plan and post the updated version of the work plan on the EPA web portal. These updates are due at minimum before each quarterly meeting and ideally before each monthly call.

**ACTION ITEM:** Need to address all items of plan marked with ???

**Acronyms Referenced in this Document:**
DOI = Department of the Interior
EPA = Environmental protection Agency
USDA = Department of Agriculture
USDA FS, or FS = US Forest Service (within USDA)
BLM = Bureau of Land Management (within DOI)
BIA = Bureau of Indian Affairs (within DOI)
FWS = Fish and Wildlife Service (within DOI)
NPS = National Park Service (within DOI)
DOE = Department of Energy
NRCS = Natural Resources Conservation Service (within USDA)
NWOA = National Woodlands Owners Association
SAF = Society of American Foresters
NASF = National Association of State Foresters
NACD = National Association of Conservation Districts
WGA = Western Governor’s Association
### Exhibit One: 2010/11 WBUG Activities

<table>
<thead>
<tr>
<th>Action</th>
<th>Agencies and Tasks</th>
<th>Timeframe</th>
</tr>
</thead>
</table>
| **1. Align Work Plans:** Continue to coordinate Agency plans to improve coordination and efficiency | All Federal Agencies  
**Team Leader:** WBUG Chair  
**Team members:** (All WBUG members)  
Share Programs Of Work among agencies: coordinate with other federal agencies and, to the extent practical, with State organizations and other non-federal partners.  
Meeting(s) and conference calls to achieve better coordination among all agencies | On-going  
ID timeline (i.e. quarterly meetings, monthly conference calls, task calls and meetings) |
| **2. Contracting Guide/Issues:** Identify and resolve contracting barriers and capacity building in emergency operations and biomass feedstock development | DOI (lead), EPA, DOI USDA FS/CSREES  
**Team Leader:** Henry Bastian (DOI)  
**Team members:** (Ed Gee, McKinley-Ben Miller, Faline Haven, Bernie Ryan)  
Phase 1: Need to review and consider counterpart regulations for USDA Forest Service and DOI acquisition / Contract regulations (Jim Bowmer; BLM / Tim Dabney FS). Counterpart regulations: include entities beyond USFS and BLM, DOI, EPA. Includes - barriers to woody biomass as a feedstock (reliable, predictable supply). Other points of coordination include: Steve Hart FS Legislative Affairs and Ron Hooper AQM. Issue includes cancellation ceilings and not having enough funding in the Washington Office to cover. Potentially work to get revolving set aside at the national level. The Good Neighbor Policy might have the potential to broaden activity due to sole-source contracts with states.  
Phase 2: Stewardship contracts/agreements technical training, assistance and capacity building. Technical assistance training modules partially developed. Explore the idea of wood/biomass consortiums (COOPS) and go to broader landscape management including tribal lands. | Need to identify team members and establish goals and objectives for this task with timelines ???
**P1:** Task team to identify  
**P2:** Task team to identify |
| **3. Desk Guide on Land Mgmt Project Design:** Develop field desk guides on Federal biomass project design and implementation (Phase 1 & 2: Federal)  
Community and landowner assistance; cooperative field desk guide on biomass project design and implementation (Phase 3: non-federal) | USDA Forest Service  
Completed  
**Phase 2:** US DOI  
**Team Leader:** Henry Bastian (DOI)  
**Team members:** BLM, BIA, FWS, NPS, (McKinley Ben-Miller, Fred Wetzel, Bernard Ryan, ??NPS)  
**Phase 3:** USDA FS and NRCS with partners (NWOA, SAF, NASF, FSA, BCAP, etc)  
**Team Leader:** ??  
**Team members:** others???, Daniel Cassidy, Ed Gee, Steve Yaddof, USFS  
Agroforestry is a potential addition; something similar to CRP. Products should be listed in the action plan, with labels and descriptions, or a link to that listing be provided. Design and Evaluation of resources for holistic management and trade-offs. Environmental analysis. Monocultures, species and habitat; sustainability analysis. | Complete; on website for USDA FS  
**P2:** USFWS plan in development. Other DOI bureaus in varying stages. Approach is to have DOI bureaus develop bureau plans and role up common elements into a department plan. Need to establish timelines for this task???
**P3:** Need to develop new timeframe with other partners???
### 4. Interagency Web Site:
Increase biomass focus in interagency websites with appropriate links; one-stop clearinghouse for technical information and assistance; links to partner organizations

**Team Leader:** Marcia Patton-Mallory (USFS),  
**Team members:** Kim VanHemelryck, Steve Yaddof, Henry Bastian, Sue LeVan, Craig Hustwitt.

[Coordination with Larry Lesko USDA FS and Nancy Guerrero DOI as Biomass is part of larger website - www.forestsandrangelands.gov ]

**Phase 1:** Team leader will serve as coordinator and facilitator with maintenance and budget. Leader will manage team for content and clearance process; committee to work through processes and bring things back to WBUG as necessary.

**Phase 2 - Repeat:** Web site operation and maintenance needed. Each year with change of WBUG chair a simplified review will occur. Team will do a complete review every 18 months.

Done – site public 8/31/07 at [www.forestsandrangelands.gov](http://www.forestsandrangelands.gov)

Updates to this website as part of regular WBUG business and actions.

**P2R:** Each agency needs to evaluate their own sections providing updates and appropriate links.

**P2R:** Operation and maintenance to continue on 18 month schedule

### 5. Current Agencies Budgets and initiatives:
Coordinate biomass initiatives that are releasable to the public

**Chair of Woody BUG (lead), DOE, USDA, DOI, EPA, DOD, and DOC**  
**Team Leader:** Daniel Cassidy  
**Team members:** Ed Gee, Donna Perla, Craig Hustwitt/John Ferrell, Henry Bastian

Summary / inventory of all efforts is needed and list agency programs authorized and appropriated $, as well as contacts. How to share budget information highlighting Biomass activities. A plan and justification of a program of work on Woody BUG is needed. Leadership role and staff assignment.

The inventory should be tied to Action 11, Feedstock and Market Development, commerce, and transport.

Initiatives include: ARRA funding past and future, BCAP, grants, agreements, bioenergy facilities, A link to programs and initiatives should be on the Web site with connections/link to incorporation of information in success stories.

Link to Biofuels Action Plan and other Administration renewable energy and climate change initiatives

Future focus should be on areas and activities that should be targeted to assist with marketing to young entrepreneur.

Ongoing

Will be addressed as appropriate at quarterly meeting(s).

### 6. Training Package:
Compile curricula, field tours, and training handbooks for field practitioners and community leaders; vocational and trade schools; focus on sharing, encouraging training and identifying gaps via the web

**USDA FS (lead), USDA CSREES, DOI Bureaus, and appropriate partners (NASF, NACD, NRCS, WGA and others)**  
**Team Leader:** Sue LeVan (USDA)  
**Team members:** Susan Ford, Daniel Cassidey, Bruce Wight, Jene Livingston, Larry Biles)

**Phase 1:** Pull together information on training: Focus on "collection", sharing, directing, and linking folks to regional training programs. Identify technical assistance that is available. Highlight regional workshops at meetings/calls and on website, additional information from land grant universities can be found at the e-extension Web site.

**Phase 2:** Put information on the web site with appropriate links. Once a set curriculum can be identified, then training can be developed. NRCS should play a role so that actual training can be applied to the ground.

Amended & ongoing

Need to identify team members

**P1:** Initial draft of training completed and shared at June 2010 WBUG meeting.

**P2:** Pending - Approval and post on web site in appropriate location.
### 7. Success Stories:
Highlight success stories for public outreach, training, and program support and justification.
Information supporting reports to Congress and opportunity to highlight non-federal lessons learned and benefits, as well as accomplishments of WBUG.

**Team Leader:** Sue LeVan and Barry Lilly (USFS)
**Team members:** Daniel Cassidy, Henry Bastian, McKinley Ben-Miller

**Phase 1:** Common format / template has been developed
**Phase 2:** Outreach to WBUG membership and agencies to have stories from each department. – Need examples for each year.
**Phase 3:** Review by task team and post on web site.
Link to other websites stories where multi-purpose work is occurring.

Links to task number 5.

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### 8. Communication Plan:
Develop WBUG communications and marketing products to be used by various levels of the Agency to generate support for WBUG. Used as a precursor for the public.

**Team Leader:** Ed Gee / Faline Haven (USFS)

**Team members:** Robert Westover (USFS), Henry Bastian (DOI), Donna Perla (EPA), Catherine Roberts (EPA), Marilyn Buford (FS), Craig Hustwit (DOE), Steve Yaddof (USFS), Neil Bosworth

Initially, develop three separate briefing papers:

- **Phase 1:** one page briefing paper (BP) for executive’s within each Agency and/or Department,
- **Phase 2:** One page BP for politicals and/or Biomass R&D Board,
- **Phase 3:** One to two page BP for each Agency for their respective field units.
- **Phase 4:** Communication and marketing plan. Focus to emphasize biomass, R&D board, and work to establish relationships with other departments/agencies to be part of this effort building bridges and addressing interagency issues.
- **Phase 5:** Comprehensive library of powerpoint materials and information that can be used by WBUG. Tough Questions and library of topics.

General items for multiple phases:
- Versus issue has not been made clear yet.
- Perhaps extension marketing beyond briefing papers.
- Public Service Announcements (PSAs) and other tools, and a unique Woody BUG two-line catch phrase.
- There should also be a role for FS Conservation Education and utilizing their network.
- There should also be work with Legislative Affairs, who has done its own research on woody biomass utilization.
- There should be twice yearly briefings with joint Leg Affairs staffs to exchange information.
- An interagency brochure should be developed for conferences and meetings.

**Timelines:**

- **P1:** papers have been developed and submitted but have not been reviewed – Biomass Splash page was developed in winter of 2010.
- **P2:** Pending review of phase 1.
- **P3:** Pending review of phase 1.
- **P4:** Initial draft started. Needs further review by team members and coordination calls.
- **P5:** Initial collection started. Need to decide on location for WBUG use (website, EPA coordination portal)

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### 9. Assist State Agencies:
Support woody biomass utilization as part of a State’s agenda

**Team Leader:** McKinley Ben-Miller, (DOI/BLM)
**Team members:** Marcia Patton-Mallory, (FS), Loren Ford, (FS), Susan Ford, (FS)

**Phase 1:** As a result of the 2008 Farm Bill, each State is required to complete a statewide forest assessment by the Summer of 2010.

The WBUG will encourage the States to fully develop woody bio-renewable utilization in their statewide forest assessments and

**Timelines:**

- **P1:** Initial contact was through the State & Private Redesign Update Newsletter 7/09 – 11/09. Additional contacts to follow.
- **P2:** Pending
<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 2</strong>:</td>
<td>Review the Checklists for Assessments i.e. used in the Northeast, for appropriate consideration of facilitating woody biomass utilization.</td>
</tr>
<tr>
<td><strong>Phase 3</strong>:</td>
<td>Identify and address Needs and Gaps in existing plans as they relate to woody biomass utilization and the ability of the WBUG to assist addressing them.</td>
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<tr>
<td><strong>Phase 4</strong>:</td>
<td>Coordinate with Work Plan Item #2 to address and resolve contracting barriers to woody biomass utilization within States.</td>
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<tr>
<td><strong>Phase 5</strong>:</td>
<td>Identify biomass supply and infrastructure development issues which apply across State borders as well as those issues which may best be handled at the national scale.</td>
</tr>
<tr>
<td><strong>Phase 6</strong>:</td>
<td>Support the integration of woody biomass utilization into the USFS State &amp; Private Forestry Redesign website.</td>
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**10. Road Map with Partners:**
Work with other Federal, environmental, NGO, industry, forest landowners, and resource managers to develop a comprehensive road-map for the sustainable utilization of wood for energy and improved forest resources.

**DOE (Lead) – USDA, EPA, DOD, DOI, and DOC**

**Team Leader:** Bryce Stokes, (DOE)

**Team members:** Loren Ford, Daniel Cassidy, Donna Perla, Ed Gee

**Phase 1:** Organize a steering committee of selected external partners to develop goals, approach, deadlines, and product/deliverables.

**Phase 2:** Establish listening/input sessions to gather perspectives and develop consensus on pathways forward.

**Phase 3:** Develop a formal report.

**Phase 4:** Briefings to Agency Leadership

Information for Phase 3 & 4 needs to be developed so it detailed but presented in a manner that is understandable.

**Timeline:**

| P1: Completed |
| P2: Complete by July 2010 |
| P3: Complete by February 14, 2011 |
| P4: Complete by June 14, 2011 |

**11. Feedstock and market development:**
Develop tools, policies and guidance to assist State, regional and local woody biomass market development and reliable feedstock streams to support industry capacity building.

**DOE (lead) – USDA, EPA, DOD, DOI, and DOC**

**Team Leader:** John Stewart (EG&G) & (USFS)

**Team members:** Ed Gee (USFS), Faline Haven (USFS), Craig Hustwit (DOE), Bryce Stokes (DOE), Edd Bills (EG&G), John Ferrell (DOE), Henry Bastian (DOI), Scott Bell (USFS), Dean Graham (EG&G), Fred Deneneke (EG&G), Rusty Dramm (USFS), Craig Rawlings (MTDC), Shawn Grushecky (WVU), and Curt Hassler (WVU).

**Phase 1:** Prepare a White Paper identifying issues, opportunities, challenges and recommendations to facilitate State, regional and local woody biomass market development and reliable feedstock streams

**Phase 2:** Prepare a national resource guide which highlights examples of successful biomass cooperatives, biomass sort yards, and other feedstock supply strategies, and how they were established, such as (a) forming business partnerships or joint ownership mechanisms; establishing a cooperative working group; land acquisition or leasing arrangements; equipment and facility overall progress report-outs as part of the WBUG monthly conference calls and quarterly meetings.

| P1: completed November 2009; |
| P2: completed January 2010; |
rental or ownership options, etc; (b) small wood and bioenergy feedstock assessments; contracting or purchasing transportation; timber ownership and titling; barriers to feedstock acquisition, etc; (c) capitalization and financing issues such as risk mitigation, loan access, insurance, bonding and letters of credit, etc; (d) market development and research: how to access information (links to all known assessments, bidding, sales, contracts, loggers, resource professionals, etc); identifying available incentives and appropriate economic development resources – especially State and federal grants and technical assistance; identifying how much and where utilization or underutilization is already occurring; locations of small wood and bioenergy facilities; transportation and access status and constraints; assessing administrative, supply, operations and maintenance costs, etc (e) market buffering strategies: strategic reserve, storage and long-distance transport, contract escalation clauses and price guarantees, changing product lines to meet the ever changing markets, etc; (f) administrative considerations: hiring administrative, financial, wood procurement, and sort yard staff; accounting, legal, tax and regulatory concerns; permitting issues, etc. (g), balancing business development with in-woods operations, especially for small “start-up” operations (one man shows); (h) recommend the “cooperative” entity lead local efforts to establish standards for land management activities, harvesting techniques, and environmental protections to address environmental and sustainability concerns

**Phase 3:**

- **Phase 1:** develop a marketing strategy to encourage the use and support of the Resource Guide (Task 2) by industry and other non-governmental partners prior to the release of the Guide; and **Phase 2:** develop a coordinated strategy, through local entities such the Chambers of Commerce, National Association of Counties, and others, to reach entrepreneurs targeted to use the Guide

**Phase 4:** Organize a sub-group to address coordination and provide technical advice on financial incentives. Sub-tasks could include: Preparing a web-based summary of biomass grant programs and financial incentives in support of feedstock centers; Providing technical advice to the Congress, the Administration and the States on the status of feedstock center development, recommendations on adding or revising tools and financial mechanisms and assistance in writing legislation and/or policy documents on financial incentives; and offer grant-review assistance and advice to federal agencies.

Feedstock Guide should be presented to the Biomass R&D Board.

### 12. Update MOU:

<table>
<thead>
<tr>
<th>All Federal Agencies – USDA, EPA, DOD, DOI, DOC, DOE, Team Leader: WBUG Chair Team members: Bryce Stokes (DOE), Noel Gurwick, Adam Jachimowicz (DOD), Chris Cassidy (USDA), Craig Hustwit (DOE), Edd Bills (EG&amp;G), Ed Gee (USDA FS), Frank Caliva, John Stewart (EG&amp;G), Henry Bastian (DOI), John Ferrell (DOE), Mark Decot (DOE), Marylin Buford (USDA FS), Donna Perla (EPA), Ryan Mulholland, Thomas Vorac (DOD), Mike Mungel (EG&amp;G), Daniel Cassidy (USDA), Faline Haven (USDA FS), and Joanne Littlefair (DOC).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P3:</strong> Resource Guide posted on WBUG web site. Guide printed and shared at conferences and meetings.</td>
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<tr>
<td><strong>P4:</strong> Phase 4 has shifted to the facilitation of feedstock. – Retain for Future RFS. Should be aligned with Action 8, Communication Plan. FSA and NRCS should be brought in.</td>
</tr>
<tr>
<td><strong>Timeline</strong> – This item was set aside pending briefings and direction from WBUG sponsors, Biomass Research and Development Board.</td>
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<tr>
<td><strong>P1:</strong> TBD - As part of Task #8 Communication Plan – Brief Department/Agencies following direction of Board.</td>
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</table>
### Phase 1
Determine agency interest and participation following directions of Biomass R&D Board.

### Phase 2
Convene a Team to draft a re-vision of the current MOU or a complete new MOU

### Phase 3
Present to newly constituted Biomass R&D Board and have departmental solicitors review.

### P2: Form the Team – TBD pending Biomass R&D Board direction.

### Phase 13: Disaster Debris Plan:
- **All Federal Agencies**: USDA, DOE, EPA, DOD, DOI, DOC
- **Team Leader**: Ed Gee
- **Team members**: John Plodnic, Donna Perla, Daniel Cassidy, Henry Bastian

#### Phase 1
Federal agencies coordinate to develop an interagency draft addressing disaster debris activities and approaches.

#### Phase 2
Finalize the Disaster Debris Strategy with DOE Savannah River Lab and Mississippi State University; publish the document and finish the web site; complete the external outreach and distribution of the products.

#### Phase 3
Web tools and posting Debris Strategy Plan. Work with Emergency Management Coordinators (Davey Simonson – EPA and Alan Morse – Corp of Engineers, and others within each Department) providing plan and possibly assistance with incorporation of material in their emergency management training curriculum and training programs.

Communicate the publication of this Plan.

#### Phase 4
Communication and outreach approach.

#### Phase 5
Host workshops and prepare materials before the next Katrina-like event occurs.

The Disaster Debris Plan should be presented to the Biomass R&D Board.

### P1: Completed fall - 2010

### P2: Approval at June-2010 quarterly meeting to proceed.

### P3: ????

### P4: ????

### Phase 14: Feasibility Studies
- **All Federal Agencies**: DOE, USDA, EPA, DOD, DOI, DOC
- **Team Leader**: Craig Hustwitt
- **Team members**: Ed Bills, John Stewart, Mike Mungal, Ed Gee, Henry Bastian, Daniel Cassidy, McKinley Ben-Miller

#### Phase 1
Letter for round one and selection of projects

#### Phase 2
Site visits and analysis

#### Phase 3
Report and next steps with ESCOs Super ESCO, and PPA

#### Phase 4
Round 2 – TBD on funding – Letter, surveys, site visits, etc.

### P1: Completed Oct/Nov-2010

### P2: Summer 2010

### P3: ????

### P4: ????

### Phase 15: Charter and Vision Statement
- **All Federal Agencies**: USDA, EPA, DOD, DOI, DOC, DOE
- **Team Leader**: WBUG Chair
- **Team members**: All WBUG members

#### Phase 1
Review Charter & Vision Statement – comments/drafts from members

#### Phase 2
Final Draft – acceptance at WBUG meeting

#### Phase 3
Present to Biomass R&D Board for approval

#### Phase 4
Revisit Charter every 5 years.

### P1: To start in FY2011

### P2: ????

### P3: ????

### P4: ????

### Phase 16: Woody BUG Operating Principles
- **All Federal Agencies**: USDA, EPA, DOD, DOI, DOC, DOE
- **Team Leader**: WBUG Chair
- **Team members**: All WBUG members

#### Phase 1
Review Operating Principles Draft.

#### Phase 2
Final Draft – acceptance at WBUG meeting

#### Phase 3
Revisit along with charter every 5 years.

### P1: Initial draft distributed after the June 2010 quarterly meeting.

### P2: ????

### P3: ????
Exhibit Two: 2010 Calendar of Events

**ACTION:** WBUG members need to self update as appropriate posting updates to this table and reposting updated document on the EPA portal – WBUG section.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>WBUG Participant</th>
<th>Role</th>
<th>Exhibit (Y &amp; Who is Staffing/N)</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmallWood Conference</td>
<td>Apr. 23-25, 2010</td>
<td>WBUG, WBUT members, Ed Gee, Henry Bastian</td>
<td>Exhibitor, co-sponsor</td>
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<tr>
<td>The 6th National 25x'25 Summit</td>
<td>June 29 through July 1, 2010</td>
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<tr>
<td>2010 Annual Conference - Small Pellet Conference</td>
<td>July 18-20, 2010</td>
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### Exhibit Three: WBUG Member Participation in Other Working Groups

**ACTION:** WBUG members need to self update as appropriate posting updates to this table and reposting updated document on the EPA portal – WBUG section.

<table>
<thead>
<tr>
<th>WBUG Participant</th>
<th>Working Group</th>
<th>Topic</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Bastian, McKinley Ben-Miller</td>
<td>National Fire Plan 10 Year Plan</td>
<td>Hazardous fuel reduction, biomass and small wood utilization</td>
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<tr>
<td>Ed Gee</td>
<td>SAF Climate Change Task Force</td>
<td>Climate change</td>
<td></td>
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<tr>
<td>Bryce Stokes</td>
<td>25x’25 Alliance</td>
<td>Renewable energy development</td>
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<tr>
<td>Bryce Stokes, Donna Perla, John Ferrell, Ed Gee</td>
<td>Inter-Agency Working Group on Alternative Fuels</td>
<td>Alternative fuels, Coal and biomass to liquid fuels</td>
<td></td>
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<tr>
<td>Bryce Stokes, Donna Perla</td>
<td>Biofuels Plan Feedstock Development Team</td>
<td>National Biofuels Action Plan</td>
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<tr>
<td>World Nieh, Craig Huswit, Ed Gee, Edd Bills, Henry Bastian</td>
<td>Energy Conservation</td>
<td>Renewable and clean energy policy</td>
<td></td>
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<tr>
<td>????</td>
<td>Ecosystem Services Task Team</td>
<td>Federal research and development on ecosystem services</td>
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<tr>
<td>Staff support: Henry Bastian</td>
<td>Wildland Fire Leadership Council</td>
<td>Federal wildland fire executives and elected officials from State or Tribal governments focused on national policy issues</td>
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</tr>
<tr>
<td>Paul Johnson, Ed Gee, Marilyn Buford, Loren Ford and Marcia Patton-Mallory</td>
<td>USDA FS - Energy Taskforce</td>
<td>Development of Energy Strategic Plan</td>
<td></td>
</tr>
</tbody>
</table>