ITRC Project Teams: Product Definitions Guidance

ITRC Project Teams are created to develop ITRC written products and related educational materials. This guide presents examples of typical ITRC products and brief descriptions of the product type to assist Project Team proposal writers and Project Teams.

The goal of any ITRC product is to provide a solution or partial solution to overcome specific technical and/or regulatory barriers. ITRC utilizes a consensus-based process to develop these products. ITRC Project Teams facilitate multi-stakeholder involvement and balanced participation, bringing together environmental professionals from government agencies, the private sector, academia, and the public. All ITRC Project Team products go through a multi-stage review process both internally and through a public external review process before being released.

WRITTEN PRODUCTS

Nearly all team developed written products are formatted and presented as a web-based document.

Technical ("Tech") Sheet: The ITRC Tech Sheet is typically two to four pages and provides a quick reference to specific technologies, best practices, or latest information associated with the environmental topic of the team. It is typical for a team to produce several Tech Sheets to help clarify information surrounding technology or a component issue on the environmental topic. Examples:

- **Indoor Air Treatment Tech Sheet**
- **Tech Sheets for Selected State SRR Resources**

Fact Sheet: The ITRC Fact Sheet is a more comprehensive overview of specific subjects within the environmental topic. These fact sheets are typically 6-10 pages and can be designed to become sections of the ITRC Guidance Document or remain as standalone products for users that need the overview information. Examples:

- **PFAS Fact Sheets**
- **1,4-Dioxane Fact Sheets**

White Paper or Focus Sheet: The ITRC White Paper or Focus Sheet is developed when the need for information requires the product to be developed quicker than the time it takes for a full Guidance Document. White Papers and Focus Sheets are considered for a product when a national environmental need requires the quick turnaround of information. Both papers are typically greater than 10 pages and highlight the regulatory, technology, and chemistry background considerations of the environmental topic. White papers may also contain a group of ITRC Fact or Tech Sheets, while Focus Sheets are a standalone document. Examples:

- **CEC White Paper**
- **Environmental Data Management Systems**
- **6PPD Focus Sheet**

Guidance Document
ITRC publishes documents that broaden and deepen technical knowledge and expedite quality decision-making when faced with environmental challenges. Each document is designed to cover the problem statement and provides a solution or partial solution to environmental technical issues and/or

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regulatory barriers. Guidance documents are expected to be less than 300. Examples: **ITRC Guidance Documents**

Update or Supplement to Existing Guidance Document
An ITRC Guidance Document Update allows for a team to review an existing Guidance Document and add additional information, correct outdated information, or enhance the product with new tools, case studies, or other sections. Examples:

- **Sediment Cap Chemical Isolation Guidance** (Supplement)
- **LNAPL Update**
- **ISM Update**

Web-based Tools
Web-based tools help the audience utilize an existing ITRC resource or may include a new tool that improves access and understanding to technologies and regulations. Examples:

- **Stormwater BMP Selection Tool**
- **QUEST Knowledge Map**

TRAINING AND EDUCATIONAL MATERIALS

ITRC training development and delivery is an ITRC implementation activity connected to ITRC Project Teams' written products. The produced written products serve as the basis for developing the associated training and educational materials.

Online Webinars
ITRC develops and delivers web-based training courses to reach a geographically dispersed audience. Training covers technical and regulatory information specific to environmental technologies and innovative approaches that are presented in ITRC's written products. Question-and-answer periods enable participant/instructor interaction. Webinar courses historically have been 1-2 hour long live webinars hosted by a moderator and 3-5 technical experts who were involved with creating the related Guidance Document. Example: **ITRC Training Archive**

Training Video
ITRC training videos can take many formats. The ITRC Project Team needs to consider the resources available, the project timeline, and ITRC audience expectations associated with each environmental issue. Training videos are typically 3-30 minutes long and do not involve participant/instructor interaction. Training videos have a range of formats, including simple presentation videos, animation, or live action presentations. Examples:

- **Stormwater BMP Training Videos**
- **Soil Background Risk Assessment Videos**
- **Environmental Data Management Video**

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Other Training Products
ITRC considers all other platforms and delivery of training on a case-by-case basis. This includes in-person deliveries, blended learning (before, during, and after training), and micro-learning (very short, standalone segments) offerings.

Information Sheets
The ITRC Information Sheet is developed by ITRC Project Teams and staff at the start of each technical team. The two-page document is used to help promote the technical team objective and recruit members to the team.   Examples:

- **Vapor Intrusion (VI) Pathway Evaluation and Mitigation**
- **Soil Background Risk Information Sheet**

Posters
ITRC Project Teams and staff may develop posters or other marketing materials for several purposes including promoting an existing team for purposes of marketing and recruiting and promoting ITRC and a Team's products and training for their use.   Several examples are archived on the ITRC Connect site and in ITRC's internal archives.