

National Capital Region Utility Laboratory Coordination Workshop

After Action Report/Improvement Plan



June 2, 2022

Sponsored by U.S. EPA Region 3 and facilitated by the Horsley Witten Group, Inc.

After Action Report/Improvement Plan
National Capital Region Utility Laboratory Coordination Workshop

1. **Date:** Thursday, June 2, 2022
2. **Location:** Virtual via Zoom
3. **Event Description:** U.S. EPA Region 3 sponsored a one-day utility laboratory coordination workshop with National Capital Region (NCR) stakeholders. The workshop's focus was to raise awareness of the utility and response partner laboratory resources and capabilities available in the NCR during an emergency. A total of forty-seven people participated in the event. Attachment A includes the participant list and Attachment B includes the event agenda. The morning included presentations regarding regional laboratory response capabilities, with presentation overviews provided in Section 7. In the afternoon, the EPA Region 3 contracted facilitators from the Horsley Witten Group (HW) facilitated scenario-based roundtable discussions. An overview of the scenarios used to guide the roundtable discussions is provided in Section 8. Immediately following the scenario-based roundtable discussions, the facilitator conducted a hotwash to encourage any additional comments from attendees regarding the achievement of the event objectives. Participants were asked to complete an online evaluation at the end of the training event. Feedback forms and recorder notes were used to develop the improvement planning items included in Section 6, Table 1.

The workshop was developed using the guiding principles of the Homeland Security Exercise and Evaluation Program (HSEEP), which provides a common approach to exercise program management, design, and development, conduct, evaluation, and improvement planning. More information about HSEEP is available at <https://hseep.preptoolkit.org/>.

4. **Event Purpose:** The goal of the event was to provide participants with an opportunity to discuss laboratory capabilities and limitations as related to preparing for, responding to, and recovering from an incident affecting the drinking water. Participants had the opportunity to assess plans, policies, and procedures from an all-hazards perspective.
5. **Event Objectives:** The workshop planning team (WPT) identified the following objectives for the event.
 1. Discuss NCR utility and contract laboratory capabilities available during a drinking water emergency.
 2. Ensure existing plans, policies, and procedures are coordinated among NCR utilities and external partners.
 3. Share utility laboratory best practices and lessons learned.
 4. Build on previous training, lessons learned, and actions to address any gaps in laboratory data sharing and communications capabilities.
 5. Discuss end of event criteria following a suspected contamination event.

Section 9 provides an overview of objective achievement.

6. **Improvement Planning Matrix:** HW developed an Improvement Planning (IP) matrix for U.S. EPA Region 3, NCR utility laboratories, and their response partners to use to further enhance their laboratory emergency response capabilities. The matrix consists of both long- and short-term actions that will enhance the resilience and emergency preparedness of the water systems. The IP matrix is included in Table 1.