



Professional Profile

Tonya D. Lee

Program Manager, Safety and Health Services

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PROFESSIONAL EXPERIENCE

Tonya Lee has over 33 years of experience in environmental, health and safety, and risk management. Most recently, Ms. Lee managed casualty and liability consultants for a major Insurance company involved in environmental and health and safety risk management. She conducted loss trend analyses by assessing facility and operational risk exposures and provided preventative and corrective action risk management recommendations. She developed cross-training programs for a multi-disciplinary safety and environmental team to affect a more comprehensive and holistic approach to risk reduction solutions. Ms. Lee was selected as 1 of 50 emerging women leaders to participate in the inaugural Victoria L. Martin Global Women's Summit. Additionally, Ms. Lee is proficient in RCRA, DOT, OSHA and other regulations. She has conducted Phase I and Phase II environmental assessments, prepared air permits and has done stack testing. She is well versed in the regulatory requirements for the transportation of waste and recycled products and prepared permit applications for Air, Stormwater, Wastewater and other permits as associated documentation.

SKILLS AND ACCOMPLISHMENTS

Environmental and Health and Safety Compliance

- Conducts loss trend analyses, accessing facility and operational risk exposures, and providing preventative and corrective solutions.
- Develops risk management solutions to assist commercial and industrial companies to reduce exposures/risk reduction,
- Interprets standards based on RCRA, DOT, OSHA, NFPA, ANSI and other state, local and federal regulations and standards.
- Created, developed, and implemented training programs to affect a more holistic approach to risk reduction solutions.
- Performs environmental and safety and health audits to identify non-compliance with a variety of regulatory requirements and assists clients with recommendations to achieve compliance with RCRA, DOT, OSHA, CERCLA and other federal and state programs.
- Proficient in conducting telephone surveys, technical reviews and site surveys to gather historical and other site-specific data.

- Conducts evaluations and assessments on transportation companies including use, transfer, and storage of regulated and/or hazardous materials.
- Is proficient in assessments of process hazards, safety management and emergency response planning, historic environmental conditions, and determining the potential for environmental impairment from on-site and off-site sources, and sensitive environmental receptors.
- Conducts Phase I, Phase II, and Phase III Environmental Site Assessments.
- Prepares emissions inventories, operating permits and coordinated air emission testing, including stack testing.
- Has written O & M Manuals for a variety of industrial manufacturers.
- Provided permit application preparation and regulatory applicability evaluations for several remedial projects.
- Provides a variety of permitting assistance for wastewater discharges, air emissions, waste disposal, pollution prevention, and stormwater management.
- Prepares Pollution, Prevention and Contingency Plans.
- Proficient in cost estimating. Prepared a 5-year Strategic Plan and annual Capital Budgets for operating companies in order to determine future capital expenditures, and insures projects are within budget and schedules are met.
- Prior service as the lead technical engineer in interpreting and developing policies for implementing newly promulgated regulations.
- Prepares solid and hazardous waste transportation permit applications and renewals. Tracks numerous transportation based client permit requirements to ensure timely filing of renewal applications for each client.
- Prepares DOT Special Permit applications.
- Prepares monthly, quarterly and annual reports as required by various state regulatory agencies including manifest/bill of lading reviews and coding to prepare reports.
- Assists clients in preparation of EPA ID number/generator status requests and upgrades.

REPRESENTATIVE EXPERIENCE

Ms. Lee managed a diverse and multi-disciplinary team of casualty and liability risk consultants specializing in Workers Compensation, Worker Safety, Industrial Hygiene, Ergonomics, transportation fleet safety and environmental and safety liability for AIG, a leading insurance provider. She was responsible for conducting loss risk trend analyses and assessing facility and operational risk exposures, as well as providing corrective action recommendations, solutions, and service plans. She developed and implemented zonal and global risk consulting policies and procedures to assist businesses with risk management solutions. She was recognized for her analytical skills by developing a Microsoft Excel-based workflow management system. And, Ms. Lee was selected as 1 of 50 emerging women leaders globally to participate in AIG's inaugural Victoria L. Martin Global Women's Summit and was selected to participate in an Innovation

Bootcamp Team for Young Professionals by helping to develop the preliminary concepts for resiliency spanning service for businesses to increase their resiliency to natural and manmade disasters. She was responsible for hiring of consultants/engineers and managed consistent monitoring/evaluation/documentation of progress, and developed standardized processes and reports for the annual evaluation of individuals, regional teams, and corporate divisions regarding productivity and operating expenses for up to 49 staff division for a division of 49 staff consultants and engineers with an operating cost of up to \$12M.

Ms. Lee worked for a variety of environmental consulting companies, including Earth Sciences Consultants, Inc, ERM Consultants, Inc and BCM Engineers. With these companies she was responsible for; conducting compliance audits including Phase I, II, and III Environmental Site Assessments, prepared air quality emissions inventories and operating permits such as Title V Air Permits, prepared pre-test procedures and conducted stack testing of combustion turbines, evaluated regulatory requirements for transportation of waste and recycled products including waste characterization and disposal, provided engineering capabilities for implementing a RCRA investigation of a former industrial wastewater treatment facility, provided groundwater and other sampling. She also developed O&M manuals, provided broad based permitting assistance including permit application preparation and regulatory applicability evaluations for wastewater discharges, air emissions, treatment plant construction and operation, waste disposal, pollution prevention and stormwater management, Ms. Lee also performed wastewater characterization, treatability studies and engineering design of a chemical treatment system.

Ms. Lee also worked for the New Jersey Bureau of Safe Drinking Water where she evaluated design, construction, and operation of water treatment plants, wells, storage tanks, pumping stations and distribution systems for regulatory compliance with the Safe Drinking Water Act.

EDUCATION AND TRAINING

B.S. Degree in Chemical Engineering, Drexel University

PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

- OSHA HAZWOPER 40 Hour certified with annual 8-Hour Refresher Training
- OSHA 10 Hour Construction Safety and Health Certification
- Participant in CPCU Designation Program

