

Chesapeake Bay Program Partnership's BMP Verification Review Panel Briefing: 2015 Schedule and Responsibilities

January 28, 2015



Chesapeake Bay Program
A Watershed Partnership

2015 Schedule and Responsibilities

- **January 28 Conf Call:** Panel agreement on schedule and responsibilities through 2015
- **February:** Rich Batiuk works with Workgroup Coordinators, Dana to draft up sector based evaluation sheets
- **March:** Draft jurisdictional program evaluation forms distributed to Panel members for review, comment
- **April:** Revised draft evaluation forms distributed to CBP Water Quality Goal Implementation Team members for review and comment
- **May:** Final jurisdictional BMP verification program evaluation forms are distributed to Panel members and WQGIT members

2015 Schedule and Responsibilities

- **May:** Jurisdictions share plans for statistical sampling surveys as part of their sector specific BMP verification protocols
- **June:** Convene statistical survey design review group to review jurisdictional statistical BMP verification processes
- **July 1:** Panel members receive a complete package of all seven jurisdictions' proposed BMP verification program descriptions in the form of quality assurance project plans along with evaluation forms
- **July 1-17:** Panel members review each of the seven jurisdictions' verification program documentation and rates them using the approved evaluation form

2015 Schedule and Responsibilities

- **July 20:** Panel members submit electronic version of their completed evaluation forms for all seven jurisdictions to Rich Batiuk and David Wood
- **July 21:** Chesapeake Bay Program Office staff compile all the Panel's completed evaluation forms by jurisdiction and distribute the jurisdiction specific evaluations to the Panel members
- **Late July/Early August Dates TBD:** Panel members meet to:
 - Discuss the combined jurisdiction evaluations
 - Work through any differences between Panel members
 - Reach agreement on what further work is needed/what more documentation is requested from each jurisdiction

2015 Schedule and Responsibilities

- **August TBD:** Each jurisdiction received a compilation of the Panel's evaluations and recommendations on the additional work needed and the additional documentation requested
- **Late August/Early September Dates TBD:** The Panel meets with each jurisdiction to discuss the Panel's review, working collaboratively to address comments, concerns, and recommendation put forth by the Panel
- **September 1 through October 1:** Continued collaboration between jurisdictions and Panel members via individual calls and conference calls, as requested, to work through the Panel's comments and recommendations

2015 Schedule and Responsibilities

- **October 1:** Final draft set of jurisdiction specific Panel recommendations distributed to Panel members for one final review and provides feedback back to Dana York.
- **October 15:** Dana York sends the Panel's written feedback and recommendations on each jurisdiction's verification program to the CBP's BMP Verification Committee, Management Board, Principals' Staff Committee, and the seven watershed jurisdictions (Panel's work essentially complete at this time)
- **October 15-November 15:** Jurisdictions are given the opportunity to provide EPA with their responses to the Panel's findings/recommendations on their verification program

2015 Schedule and Responsibilities

- **November 15-December 15:** EPA reviews/approves each jurisdiction's verification program or requests specific enhancements to address the Panel's recommendations prior to EPA approval
- **January 2016:** Dana York makes the Panel's final verbal report out on its recommendations on each jurisdiction's verification program to the CBP's BMP Verification Committee, Management Board and Principals' Staff Committee
- **January 2016:** Panel officially completes its charge

2015 Schedule and Responsibilities

Questions for the Panel Members:

- Are you comfortable with this overall schedule?
- If not, what causes you concern?
- What, if any, changes are needed?
- Can we as a Panel proceed forward with this schedule as presented/as modified?

Verification Program Evaluation Form

- Basinwide Framework report already contains:
 - Program Design Matrix (Table 5)
 - 14 Program Development Decision Steps (Table 6)
 - Verification Protocol Components Checklist (Table 7)
 - Verification Protocol Design Table (Table 8).
- Panel should anticipate the jurisdictions will take full advantage of all of these and factor them into the development of the jurisdiction's BMP verification program documentation
- Panel's role: ensure, across all the sectors, each jurisdiction has reached the bar established by the BMP verification principles and six sector workgroup's sets of BMP verification guidance

Verification Program Evaluation Form

- Evaluation form would be based on a format ensuring that the jurisdictions:
 - Followed each sector workgroup's BMP verification guidance or
 - Provided documentation for taking an alternative approach which still got them to the same end goal—consistency with the Partnership's five BMP verification principles.
- Proposal:
 - Rich Batiuk work with each of the sector workgroup coordinators
 - Extract the key elements of each workgroup's BMP verification guidance that they feel are necessary to carry out the intent of sector guidance
 - Format those elements into an evaluation scoring sheet in such a way that the Panel members can both confirm the presence of each element in the jurisdiction's BMP verification program documentation and how the jurisdiction is addressing that element is either a) consistent with the sector workgroup's guidance, or b) fully describes an alternative approach that gets them to the same end goal

Verification Program Evaluation Form

- Panel would need to agree on some type of scoring system to enable:
 - Consistent evaluation within and across sectors by the Panel member
 - Clear means of communicating with the jurisdictions
- Recommend the Panel consider a 1, 3, 5 scoring system:
 - 1 = 'inadequate'
 - 3 = 'good, but still missing key elements'
 - 5 = 'fully achieves the principles/fully consistent with sector guidance'.
- Using the scoring form, for those items in the jurisdiction's BMP verification programs that panel members rate similarly would not have to be discussed by the panel and would be considered adequate.

Verification Program Evaluation Form

- The panel would only need to discuss items within each jurisdiction's proposed verification program where there is a great difference in ratings between Panel members
- Objective: work to resolve the difference in ratings between the panel members so an internally consistent Panel recommendation could be made to the jurisdiction

Verification Program Evaluation Form

- Recommendations made to the jurisdictions using the sector evaluation forms should be directed toward identifying and then communicating a clear recommended direction to the jurisdictions of what is adequate or what to change, fix, or add to their proposed BMP verification program
- If in the case the panel cannot come to agreement on an item, EPA will make the final decision or recommendation since they will have final approval of the jurisdictions BMP verification guidance

Verification Program Evaluation Form

Questions for the Panel Members:

- Are you comfortable with this proposed approach to developing the verification program evaluation form?
- If not, what causes you concern?
- What changes are needed?
- Can we as a Panel proceed forward with development of the verification program evaluation form as presented/as modified?

Expert Review of Statistical Surveys

- Recommendation: convene a separate group of recognized statistical sampling survey design experts to be charged with reviewing and commenting on any jurisdictions' proposed verification protocol relying on subsampling
- This group of expert would provide the Panel with their reviews and comments
- Is the Panel supportive of EPA working through its cooperative agreement with Virginia Tech to convene such a panel of experts?

Next Steps for Panel

- Confirmation of specific weeks/actual dates members are available for the Panel meetings in July and September
- March timeframe: Panel members review and comment on the draft jurisdictional BMP verification program evaluation forms when distributed by Chesapeake Bay Program Office staff
- Are there any panel members who can't commit to completing the panel's charge as discussed during this conference call?