

**OPERATING PROCEDURES
OF THE
MICHIGAN STRATEGIC GOALS PROGRAM
STAKEHOLDER REVIEW PANEL**

I. MISSION

The mission of the Stakeholder Review Panel (SRP) will be to:

Refine the Michigan Strategic Goals Program (MISGP) as necessary, consistent with the letter and the spirit of the process;

Place facilities on the performance ladder (e.g. gold, silver or bronze classification) and change designations of the facility on that ladder over time;

Perform annual reviews of a facility's status on the ladder;

Coordinate appropriately with Michigan Department of Environmental Quality (MDEQ), Environmental Assistance Division (EAD) Programs;

Other duties as they arise.

II. SRP REPRESENTATIVES

A balanced SRP will be comprised of representatives from each of the following:

Industry (two representatives appointed by Michigan Association of Metal Finishers (MAMF) Board);

MDEQ;

United States Environmental Protection Agency (USEPA);

Publicly-owned Treatment Works (POTW) (one representative);

General Public; and

MDEQ, EAD (Advisory role).

III. OPERATING PRINCIPLES OF THE SRP

A. Meetings

1. The SRP will meet at least semi-annually or as necessary.

2. The SRP will appoint a Chair and Co-Chair. The MDEQ, EAD person shall act as Secretary and keep minutes of all meetings.

3. An SRP meeting quorum will consist of at least 4 voting members, with one of the four being either the Chair or Co-Chair.

4. Meetings shall be conducted pursuant to Robert Rules of Order.

5. SRP meetings will be closed to the public. However, representatives of the facility under review may attend that portion of the meeting pertaining to the facility to respond to questions and verify information.

6. Each SRP representative may identify an alternate/substitute for the purpose of fulfilling the commitment to the SRP. Additionally, representatives may identify an alternate/substitute for certain areas of the state, (e.g. a local POTW).

B. Administration

1. The SRP shall set up a central mailing address and telephone number.

2. The SRP shall establish technical committees in each MDEQ District service area. An individual may be on more than one technical committee.

C. Applications to the SRP

1. Any facility desiring to apply for inclusion in the MSGP, or a change of designation (e.g. silver to gold), shall submit an application to the SRP. The SRP will forward the application to the technical committee in the MDEQ District service area where the applicant is located.

2. The technical committee shall review the applications received. Such review shall include verifying eligibility, data and other information in the application.

3. Within 60 days of receipt of the application, the technical committee shall provide to the SRP a written report of its findings. The technical committee may request an extension from the SRP based upon applicant-specific circumstances. The technical committee may contact the applicant to clarify information or obtain other information required to evaluate the application.

4. Once the technical committee's report is received by the SRP, the SRP shall place the name of the applicant on the agenda of the next SRP meeting for consideration.

5. Names of applicants will not be publicly announced until approved for placement on the ladder.

D. SRP Voting and Decisions

1. SRP members can vote on designating a facility as a MISGP participant or its placement on the ladder. The results of the vote will be based on a simple majority, but a minimum of 4 votes is necessary for approval/final decision. Any SRP member associated with a facility that is being reviewed must recuse himself/herself when discussion and voting pertains to his/her facility.

2. MDEQ, EAD shall serve as in an advisory role to the SRP and shall not have voting power with respect to moving a facility on, up, or off the ladder.

3. The SRP will utilize the annual reports submitted to the National Metal Finishers Resources Center (NMFRC) by MISGP participants, along with compliance data from USEPA, MDEQ, and the appropriate POTW when determining participation in the program and classification on the ladder.

4. The SRP may request assistance and/or information from other resources, including, but not be limited to USEPA staff, MDEQ staff, and other local POTWs.

5. SRP decisions may be appealed to the MISGP Oversight Committee. The appeal shall be forwarded by SRP to the MISGP Oversight Committee at least 30 days prior to the next oversight meeting. At the meeting, the SRP and facility representative shall each present its position on the initial decision. The MISGP Oversight Committee then shall vote on the appeal. A minimum of 10 committee members must be present to vote. The decision must be by at least a simple majority of members present.

E. Retaining Designation

1. In order to maintain a designation, companies shall submit to the SRP an annual progress report.

2. Upon evidence that a company no longer meets the requirements of a designation, the SRP may vote to withdraw the designation. The company shall receive notice and an opportunity to respond to the proposed withdrawal at least 30 days prior to the SRP meeting in which the vote is scheduled to take place.

F. SRP Reporting to MISGP Oversight Committee

1. Any by-laws or operating procedures established and/or amended by the SRP must be reviewed and approved by the MISGP Oversight Committee.

2. From time to time, or if requested to do so, the SRP shall review the by-laws and operating procedures to determine if either should be amended. If the SRP determines that either should be amended, the SRP shall forward its recommendation to the MISGP Oversight Committee. The Oversight Committee shall provide a copy of the recommendation to its members 30 days prior to the next MISGP Oversight Committee meeting. Any amendments to either the operating procedures and Bylaws must be approved by a simply majority of the committee members present, a minimum of 10 members must be present.

3. The SRP shall report to the MISGP Oversight Committee at every MISGP Oversight Committee meeting.