

**Operating Procedures
of the
Pennsylvania Strategic Goals Program
Stakeholder Review Panel**

Roles and Activities

The activities of the Stakeholder Review panel will be to:

- Refine the PA SGP as necessary, consistent with the letter and the spirit of the process;
- Place facilities on the performance ladder and move them up or down over time;
- Perform annual reviews of a facility's status on the ladder;
- Other duties as they arise.

Review Panel Representatives

A balanced review panel will be comprised of representatives from each of the following groups. It is preferred that at least two of the panel reps be consistent from one meeting to the next. Each group will have one representative and one alternate, with the understanding that meetings of the review panel must be scheduled to accommodate one person from each group.

- Industry (two representatives and two alternates);
- PA DEP;
- US EPA;
- POTWs;
- Environmental Community, or a member of the public (optional);
- PEAN.

Operating Principles of the review panel

A. Meetings

1. The review panel will meet at least annually or as necessary.
2. The review panel will establish a Chair and a co-Chair.
3. A review panel meeting quorum will consist of at least 4 voting members, with one of the four being either the Chair or co-Chair.
4. Review panel meetings will be open to the public. Industries may attend if they so desire, or if they are asked to attend by the panel. Industry attendance may be necessary in order to verify some of the data on the worksheets. Confidential business information will not be discussed at the meeting.

5. The review panel will prepare meeting notes/summaries for each meeting.

B. Applications to the review panel

1. SGP participants must apply to PEAN for placement on the ladder. Applications must be submitted by July 1 of each year. Placement on the ladder will not occur unless the participant specifically applies for placement. The application will consist of a copy of the participating facility's annual report card, which is issued in the spring of each year and reflects the company's performance the previous year. DEP will send a letter in early June of each year, inviting participating companies to apply for placement and informing them of the exact address to send the report card.
2. If a company previously has been placed on the ladder, and does not wish to apply for a different level in the subsequent year, they must send notification to PEAN that their previous status is still applicable. If this notification is not made, the company will be removed from the ladder.
3. In cases of non-compliance with environmental regulations or permits, companies may be removed from the ladder. Violations that are not immediately damaging to human health or the environment, AND that are corrected within 30 days of discovery, would **not** result in a company's removal from the achievement ladder.
4. PEAN will notify the review panel that companies have applied and are eligible for ladder placement. PEAN will provide a written report to the review panel on each company reviewed, noting the level where each company should be placed on the ladder. Submissions received after July 1 will be considered the following year.
5. The review panel will hold a meeting in July or August to place facilities on the ladder.
6. Placement on the ladder and the appropriate incentives will be applicable from September 1 of the year of application to August 31 of the following year.

C. Review Panel Voting and Decisions

1. Review panel members will vote to place a company on, up, down or off the ladder. Any review panel member employed by a facility that is being reviewed must remove himself/herself from voting on any issue regarding that facility.
2. Review panel deliberations may be submitted back to PA SGP Stakeholder Workgroup for recommendations on special cases. Such cases shall be decided

within 30 days.

3. The review panel may ask other groups for assistance and/or additional information. Such groups may include but not be limited to EPA staff, PA DEP staff, and other local POTWs.
4. Review panel members will each have one vote. Outcomes will be based on a "majority rules" decision, but a minimum of 4 votes is necessary.
5. The review panel will utilize the annual worksheets submitted by SGP participants, along with compliance data from EPA, PA DEP, and the appropriate POTW when determining to move a facility on, up or off the ladder.

D. Review Panel Reporting to Stakeholders Group

1. The review panel Chair or Co-Chair shall report to the SGP Workgroup each year.
2. Any by-laws or operating principles established and/or amended by the review panel shall be noted during the Stakeholder Group meetings.