

Operating Procedures of Virginia Strategic Goals Program (SGP)
Stakeholder Review Committee (SRC)

Roles and Activities

1. Refine Virginia SGP as necessary, consistent with the letter and the spirit of the process.
2. Place facilities on the performance ladder and move them up or down over time.
3. Perform annual reviews of a facility's status on the ladder.
4. Coordinate appropriately with VA Environmental Excellence Program (E2/E3).

SRC Representatives

1. A balanced SRC will consist of representative from each of the following groups. Each representative may appoint an alternate for each member. The alternate will vote only in place of the representative they replace.
2. The groups are:
 - VA Industry (2)
 - VA DEQ (2)
 - VA POTW's (2)
 - VA Environmental Community (2)
 - US EPA (1)
3. The SRC will have staggered 2 year terms.(4-5)

Operating Principles of the SRC

A. Meetings

1. The SRC will meet at least semi-annually or as necessary.
2. The SRC will establish a Chair and a Vice-Chair.
3. The SRC meeting quorum will consist of at least 5 voting members, with one of the 5 being either Chair or Vice-Chair.
4. Industries are free to attend if they so desire, or if they are asked to attend by the Committee. Industry attendance may be necessary in order to verify some of the data on the worksheets.
5. The SRC will prepare meeting notes/summaries for each meeting.

B. Applications to the Strategic Goals Program (VA SGP)

1. VA SGP participants must submit Applications to the VA DEQ to initiate placement process on the goals ladder by May 1 of each year.
2. VA DEQ will notify the SRC that companies have applied and are eligible for ladder placement. VA DEQ will supply a written report to the SRC for each company to be reviewed. Company submissions will be reviewed between May 1 and June 30.
3. The SRC will hold a meeting between July 1 and September 30 to place facilities on the goals ladder.
4. Awards and Benefits will granted and enforce from October 1. to September 30.

C. SRC Voting and Decisions

1. SRC members can vote on moving a company on, up or off the goals ladder. Any SRC member employed by a facility that is being reviewed must excuse himself/herself when voting on any issue where there is a conflict or an appearance of a conflict of interest.
2. SRC deliberations may be submitted back to the VA DEQ SGP Stakeholder Group for recommendations and/or additional review.
3. SRC may and can involve other individuals or groups when assistance and/or Information is needed or requested. These individual(s)/group(s) shall not have voting rights with respect to a company's movement on the goals ladder.
4. SRC members will vote when items of question are to be answered (e.g. placing a company on or moving a company off the goals ladder). Outcomes will be based on a "majority rules" decision, but a total of 5 (quorum) votes is necessary to approve or make a final decision.
5. The SRC will utilize the annual reports submitted to the NMFRC by SGP participants, along with compliance data from EPA, VA DEQ and the appropriate POTW when determining to move a company on, up or off the goals ladder.
6. The SRC can **revoke** for cause a company's position on the goals ladder. This decision will be by unanimous decision.

