

## Appendix D. Proposal for New NADP Initiatives

### Part 1: A Guide for the Presentation of New Initiatives to the NADP (NRSP-3)

#### Introduction

New initiatives encompass the proposed addition of new analytes (elements, ions, liquids, gases, particles, radiation, physical attributes of climate, climate-induced attributes, etc.), new sampling intervals, and new database or report procedures for such additions to the NADP. Less extreme changes to the existing NADP system can also be considered through this process, but the process is not meant to supplant the normal business conducted by the NADP standing Subcommittees: Environmental Effects, Network Operations, Data Management and Analysis, and QA/QC Steering Committee. An opinion as to whether a suggested change is major, and thus appropriate for this process, can be obtained from the Chair of the NADP working with the NADP Coordinator, and will be confirmed at the next Executive Committee (EC) meeting.

The contact for new initiatives is the NADP Chair through the Program Coordination Office. This initial contact may be verbal. The Chair will discuss with the petitioner the appropriateness of the initiative for the NADP and the procedures to be followed for new initiatives. If the petitioner wishes to continue with the new initiative process following this discussion, a brief written statement of the general concept of the new initiative will be required. The petitioner will be provided with the following documents:

- Strategic Plan for the NADP
- Guide for the Presentation of New Initiatives (this document)
- Process for Incorporating New Initiatives into the NADP
- Composition of Ad Hoc New Initiatives Committees

Full implementation of a new initiative will require a minimum of 6 months and possibly a year to complete. During this process, the advocate will be responsible for the following documents and presentations:

- Brief, written description of general concept of new initiative (to NADP Chair)
- Preliminary New Initiative Description, in writing, to EC
- Initial (oral) presentation to EC
- Final New Initiative Description, in writing, to EC
- Final (oral) presentation to EC and possibly to NADP Technical Committee

A **preliminary** "New Initiative Description," based on careful consideration of the 12 points outlined in this guide, must be submitted in writing to the Executive Committee (EC) of the NADP at least two weeks prior to an EC meeting. These meetings normally occur in late May and during the period of late September through early November. The advocate will also be expected to make an oral presentation before the EC, and use the presentation for real-time negotiation of the 12 points covered in the preliminary New Initiative Description. All 12 items

must be addressed; however, it is recognized that funding guarantees, working relationships, data handling items, etc. may not be finalized by the advocate or the NADP at this time. The purpose of this review is to obtain tentative approval by the EC, and establish an ad hoc committee composed of the Initiative Advocate and NADP members that will facilitate finalization of all 12 items in the following 6 to 12 months.

The **final** New Initiative Description must also be presented in writing (two weeks prior to an EC meeting), and orally to the EC for endorsement and referral to the full Technical Committee of the NADP.

### **New Initiative Descriptions**

The following 12 items of information will allow the EC to determine the appropriateness of the new initiative for the NADP and explore how the new initiative will operate. These 12 items must be addressed in the written New Initiative Description and in both the preliminary and final oral presentations to the EC. At each meeting, the EC will either accept, reject, or send back for more work; thus, a straightforward presentation will help the advocate's cause in both cases.

- 1. Initiative Name:** Give a concise title to the new initiative.  
**Initiative Advocate:** List the name of the advocate (contact person(s)), organizations for the new initiative with address, phone and fax numbers.  
**Objective:** State the objective of the new initiative.  
**Duration:** State the duration of the new initiative.  
**Background:** Give a 1 to 3 paragraph background, justification statement not to exceed 1 page.

### **2. How will the new initiative meet the Mission, Objective and Philosophy of the NADP?**

It is the Mission of the NADP (NRSP-3) to: Discover and characterize biologically important geographical and temporal trends in the chemical climate of America.

The Objective of the NADP (NRSP-3) is: To provide the scientific community, resource managers, and policy makers with information of the highest possible quality on the exposure of both natural and managed ecosystems to biologically important chemical deposition and other stresses resulting from changes in the chemical climate.

It is the Philosophy of the NADP to: Share QA/QC data with all.

Data collected, analyzed, and screened for adherence to quality control criteria are shared from a continuously updated computer data base about 6 months after field collection, and in written annual reports (if needed) about 9 months after the end of the calendar year. Site Operators and Site Scientists receive written, site-specific, preliminary data reports about 4 months after collection.

**Linkage to USDA.** The National Atmospheric Deposition Program is organized as a National Research Support Project (NRSP-3) under the Cooperative State Research Service in the United States Department of Agriculture (USDA). Identify how the new initiative will address the scope of research under the USDA and help meet the broad mission of that department.

**3. What information will be added to the NADP data base?**

In the simplest terms, the NADP maintains and shares a data base of analytes at a given sampling interval, and a record of QA/QC protocols, field procedures, and laboratory procedures. What information do you envision adding to this knowledge base? A simple, but specific list will do.

**4. What data products are needed to meet the objectives of the New Initiative and NADP objectives?**

Data products begin with documentation of field sampling protocols, progress to field sampling forms, laboratory protocols, magnetic data base structure at the analytical laboratory and at the data base facility, 4-month site operator/scientist reports, data selection and completeness criteria, and may end with the publication of various new written reports (or not), or with the incorporation of written data into existing reports.

**5. What protocols (field sampling, laboratory, and data) are needed?  
(What is your plan of operation?)**

**6. What QA/QC provisions are needed for field data and laboratory data?**

**7. What data quality criteria are proposed?**

This should address how contaminated samples or otherwise unrepresentative data will be flagged and/or sequestered in the computer data base, and how much data is needed for annual or seasonal summaries (if needed)? This point and points 5 and 6 need your best first estimate in the initial description, but will usually require sharing of information at the Central Analytical Laboratory and the Coordination Office, as well as some give-and-take negotiation, prior to the final submission of the proposal.

**8. What are the time, staffing, and cost demands on:**

- **the Coordination Office** (Publication of protocols, data handling, QA/QC protocols, computer data base entry and design, report preparation and distribution, annual contracting, etc.),
- **the Central Analytical Laboratory** (Field sampling protocol and Field Operator Form processing, sample handling, container preparation, analysis, QA/QC, field operator/scientist's reports, field liaison, etc.),
- **the Field Operator** (travel, sampling, instrument servicing, and QA/QC)?

**9. What are the funding sources?**

What expressions of interest have you had in this initiative? Where will the money come from for added staffing demands at the Coordination Office, field operation, laboratory analysis, and data handling? Degree of self support will be an important factor in the evaluation, particularly for major undertakings.

**10. How will you handle money transfers to the Coordination Office, to the Central Analytical Laboratory, to site operators?**

**11. How will the new initiative operate within NADP?**

Do you envision operating within existing NADP Subcommittees (Environmental Effects, Network Operations, Data Management and Analysis, and QA/QC Steering Committee), independently, with representatives from the standing subcommittees, or through some other structure?

**12. What transition needs do you envision?**

Give us a timetable of how you will proceed to complete the final description of the new initiative. Also, tell us what transitional data products, data comparability studies, protocol studies, consensus meetings, funding arrangements, staffing needs, siting criteria, etc. will be needed in the next 6 to 18 months. What are your plans in the transition period?

We ask that you prepare your 12-point New Initiative Description and send the original (unbound) to the Coordination Office for distribution to the Executive Committee of NADP (NRSP-3), other Program Representatives, Central Analytical Laboratory representative, and Chairs of the standing NADP Subcommittees. The unbound original can be copied and distributed to these people from the Coordination Office. Alternately, in the interest of time, you may request a list of these people and their addresses from the Coordination Office and mail the preliminary/final New Initiative Description directly, assuming the Coordination Office will still receive an unbound original at the time of mailing. We urge your close contact with the Chair of NADP and the Coordination Office. The Chair of NADP will need to provide time for your presentation in the agenda for the Executive Committee meeting.

Remember, you are providing the New Initiative Description for consideration by the Executive Committee of the NADP. Distribution to other people is for their information. You may contact the Coordination Office, the Central Analytical Laboratory, and members of the NADP standing Subcommittees, but they should limit their involvement to provision of proposal material, standard procedures and QA/QC information, price lists, and staffing costs that can largely be handled by phone or mail. After the preliminary, 12-point New Initiative Description is accepted and tentatively approved by the EC, the Chair will establish a formal Ad Hoc New Initiative Committee that can devote considerably more time and possibly travel to help in developing the final New Initiative Description.

## **Part 2. Process for Incorporating New Initiatives into the NADP (NRSP-3)**

- I. An advocate of the New Initiative contacts the Coordination Office and NADP Chair for copies of: "A Guide for the Presentation of New Initiatives to the NADP (NRSP-3)", this process document, and "The Composition of Ad Hoc New Initiative Committees." The Advocate may also request assistance in developing estimates of coordination and analysis costs at a later date and a list of Executive Committee members and other Program Representatives if he or she wishes to make a direct mailing of the completed, 12-point New Initiative Description to these people. Alternately, the Advocate may send the completed description to the Coordination Office for distribution.
- II. The completed, 12-point, preliminary New Initiative Description is received by the Executive Committee (EC) at least two weeks prior to their meeting.
- III. The Advocate makes an oral presentation to the EC, allows for real-time negotiation of items during the meeting, and requests action on the new initiative by the EC.

### Possible EC actions:

- A. EC rejects the new initiative as inappropriate for the NADP (NRSP-3).
  - B. EC expresses interest, but indicates that the preliminary New Initiative Description is too vague to grant tentative approval. The EC returns the 12-point description to the advocate for additional work.
  - C. EC tentatively approves the new initiative and may appoint an ad hoc committee to assist the advocate in developing the New Initiative Description further.
  - D. EC accepts the New Initiative Description with conditions for final approval of the new initiative; the Chair of NADP establishes an ad hoc committee to assist with the development of the transition plan and help satisfy the conditions for approval.
- IV. The Advocate presents the final New Initiative Description to the EC. (Written version must be received by EC at least two weeks in advance of the formal oral presentation.)

### Possible EC actions:

- A. EC rejects the New Initiative Description as not having satisfied the conditions of approval.
  - B. EC accepts the New Initiative Description and recommends approval of the new initiative by the full Technical Committee of the NADP.
- V. The Advocate presents the New Initiative Description to the full Technical Committee of the NADP with the endorsement of the EC.

### Possible Technical Committee actions:

- A. Technical Committee votes against the New Initiative.
- B. Technical Committee votes for the New Initiative.

- VI. Within 5 months of acceptance into the NADP/NTN, the Advocate completes a draft QA Plan that addresses the elements in the Table of Contents of the current NADP/NTN QA Plan. The Plan must address aspects of field sampling, laboratory operations and data management, and is submitted to the QA Steering Committee for approval.
- VII. The Ad Hoc Committee reviews the performance of the Initiative after one year and reports to the EC.

### **Part 3. The Composition of Ad Hoc New Initiative Committees**

An Ad Hoc New Initiative Committee is appointed by the Chair of the Executive Committee to work with the Advocate to finalize the 12-point New Initiative Description. This committee is responsible to the Executive Committee of the NADP and shall include a representative from each of the following:

1. Executive Committee of the NADP
2. Advocate of the New Initiative
3. Coordination Office
4. Central Analytical Laboratory
5. Advisory Group of NADP/NTN (CSRS, SAES, federal agencies)
6. Environmental Effects Subcommittee
7. Network Operations Subcommittee
8. Data Management and Analysis Subcommittee
9. AIRMoN Subcommittee
10. QA/QC Steering Committee

It is the responsibility of the Chair of the NADP to obtain a chair of the Ad Hoc Committee. The chair of the Ad Hoc Committee should have the following qualifications:

1. Be thoroughly experienced with the workings of NADP.
2. Be an existing participant in the NRSP-3 program.
3. Should not have a direct conflict of interest serving as chair of the Ad Hoc Committee. That is, will not have potential for monetary gain by arguing for a particular outcome.
4. Should not have the appearance of a conflict of interest.
5. Should be relatively impartial.