

Copy of EMAIL sent by Cindy Miesbach to WQS Kaizen Team & Stakeholders, 8-28-07

Subject: Iowa conducts first WQS scoping meeting -- Update for WQS Kaizen team

On Tuesday, August 21, 2007, Iowa was the first state to implement the newly designed "scoping meeting," which is a step in the "Kaizen" water quality standards submittal, review and approval process. Iowa DNR folks graciously allowed representatives from Nebraska, Kansas, and Missouri to observe the process (and sometimes participate), so that the four states had the opportunity to learn and adjust the process together.

At the end of the day, meeting participants reviewed our first experience of scoping. All seemed to think that the scoping meeting was useful (just as we had planned in June). For future reference and implementation, we made notes about what worked well and what needed to be adjusted.

**Here's what we learned about how to make the most of scoping:**

**1. A fairly detailed agenda was co-developed (Iowa DNR and EPA R7) well ahead of time.**

Agenda planning allowed everyone to be clear about their expectations for the meeting. Getting the agenda out early allowed meeting participants to be well-prepared to contribute to the discussion. Pre-meeting planning also allowed time to ensure that the right folks could be present at the meeting.

**2. The state prepared and distributed issue papers before the meeting.** Meeting participants reviewed the information and came to the meeting well-prepared to discuss. (It was noted that this level of "ahead of time" preparation may have exceeded what we originally envisioned as part of scoping. In this instance, scoping was not a "wide open discussion about what we might want to consider in the future," but was a focused discussion of each issue. (See attached agenda.) For future consideration: Do you need a template to guide the development of issue papers?

**3. Having EPA Headquarters representatives present at the meeting, and available by phone, was useful.** (HQ folks on the phone were able to leave our meeting, gather information and answers, and return with needed information before the end of the day.)

**4. Having representatives from the other states present was helpful.** For the most part they were observers to Iowa's scoping meeting, but at key points, they offered knowledge and experience that was very valuable to Iowa's process. Having all four states present also facilitated the planning of future collaborations. (For example, Kansas and Iowa are both working on anti-degradation implementation procedures (AIPs) and Missouri has just completed their AIP effort. All four states and EPA are planning a meeting in late October/early November 2007 to bring in HQ EPA expertise and jointly discuss the anti-degradation implementation procedure development process. The November meeting will also include discussion about how to establish the economic impact of implementing a WQS. (The scoping process may evolve, when appropriate, to the states sharing a scoping meeting when the issue is common to the four states -- scoping by issue, instead of by state.)

**5. Having a facilitator helped keep the process on track and on time.**

**6. Having the plotter-printer-sized process posted on the wall helped keep us on track,** or allowed us to re-focus ourselves when we were off track. However, the font size needs to be larger.

**7. Having current and compatible project tracking software and process mapping software is critical.** Planning a shared course of action, tracking progress and being clear about "who is responsible for what activities" is critical. This is made significantly easier by having all

agencies (EPA and the states) have compatible versions of project tracking software, such as Microsoft Project, so that project tracking files can be efficiently shared. (Iowa is currently using MS Project 2003. EPA has an incompatible MS Project '95.) Additionally, it would be helpful for all agencies to have VISIO, a process mapping software, which allows for common review and updating of the WQS process.

**NEXT STEPS for the whole WQS Kaizen team:**

1. Enlarge to font-size on the wall-size process map. (Cindy)
2. Plan a late October/early November meeting to discuss AIPs and WQS implementation economic impact. Mike Tate, KS, volunteered to take the lead in organizing this meeting.
3. Get needed software (MS Project, VISIO).
4. Decide: Do you need a template to guide the development of issue papers?

**Meeting participants:**

Iowa DNR: Chuck Corell, Lori McDaniel, Adam Schnieders, Connie Dou

EPA Region 7: John Delashmit, Ann Lavaty, John Reyna, Liz Huston, Ann Jacobs

EPA HQ: Amy Newman, and by phone, Danielle Fuligni, Sharon Frey

4 States observers: John Bender, NE; Mike Tate, Yan Wang, KS; by phone, John Hoke, Refaat Mefrakis, MO

EPA observers: Laura Webb, Rebecca Landewe, Jeff Robichaud, Keith Hayden

Facilitator: Cindy Miesbach, NE