

AGENDA

WQS Kaizen Team Meeting
Squaw Creek Wildlife Refuge, Headquarters Bldg, Room
Mound City, Missouri
October 9, 2008, 10:00am-3:30pm

10:00 -10:30 Introductions and Opening discussion

What are the gains that we have achieved through the new process and want to maintain?

Examples of “gains achieved” previously offered by team members:

- Understanding of each other’s part of the process
- Commitment to work on it together
- The fact that we have a process (it is mapped out and we can all follow it)
- Documentation of the process
- HQ involvement in the process
- Staying on track regarding timelines and submissions is better

Threaded into discussion throughout the day:

What do we need to do to maintain our gains?

What still needs improvement to get it to function as smoothly as we’d like?

Please see attached .pdf of the new State process flowchart, which is referenced below.

TOPIC 1: State process flowchart, Step 1: “6 year planning process, identify the standards changes”

1. In this flowchart step, the states identify a list of issues to be addressed over the next couple of triennial reviews and EPA has the opportunity to chime in on additional needed items. How will EPA and the states negotiate the list of topics? How do we decide what to tackle over the next two triennial reviews? How do we pare the list down or negotiate what the final list will look like?
2. How do we stay on track with the triennial process? Clarify the process steps from the “big picture” box (first box on flowchart) to the scoping meeting. How do we stay on track with “getting the ball rolling.”
3. At this early point, how can the states begin to communicate to their citizens about the direction that the state and EPA are headed? (Coordination of the WQS process with citizen involvement, even at the earliest stages.)

TOPIC 2: State process flowchart, Step 3: “Scoping meeting”

1. Iowa and EPA describe their experiences with scoping and method for staying on track used over the last year.

Request for Iowa: Please summarize the events of the last year: How did you walk through the Kaizen process, how often did you meet and who met, at each point that you met – how did you decide that you were ready to move on? How did you avoid staying in one flowchart box too long? How did you plan next steps together? Please bring your tracking database or method.

Issues for discussion regarding scoping:

2. How do you form a scoping meeting? How do you decide on topics? How do we decide which issues to pursue and which to save for the next triennial review? How do we avoid turning up the heat on issues at a bad time?

3. Involvement of stakeholders:

- How do we envision involving state stakeholders at the right time (from scoping forward)? Clarify the role of the stakeholders, how to communicate the current issues to them, and how to keep them involved.
- How do we coordinate with the Legal Staff? The courts may be unsettled on WQS, but we still need to move forward.

TOPIC 3: State process flowchart, Step 6: the first step regarding “Scientific Clarity”

1. How to get to scientific clarity – who do you ask to come to the table, how do we find the right technical people, how to ask the right questions. (E.g., The antidegradation meeting with Tim O’Connor for IA/KS was helpful.)
2. The criteria for WQS approval is still uncertain. How can we go about continuing to clarify “approvability”?
3. Communication about science is technically difficult and time consuming. How can we continue to make communication easier and more effective?

TOPIC 4: How to deal with Fish and Wildlife Service

Discuss a strategy for dealing with state-level requests for tighter than 304A numbers.

TOPIC 5: Sustaining our gains

1. Documentation of the WQS process (developed through the Kaizen) was gathered and put together by Chuck Corell. This needs to be reviewed and revised to better document the details of the process we’re following. It’s purpose is to be a good common resource for everybody to follow.
2. Are there other resources we need to keep ourselves on track?
3. How do we become self-sustaining as a team?
What measurables do we need to put in place? When/how to we review our measurables?
How to we use the process to track progress?
How are we going to share responsibility for leading the team?