

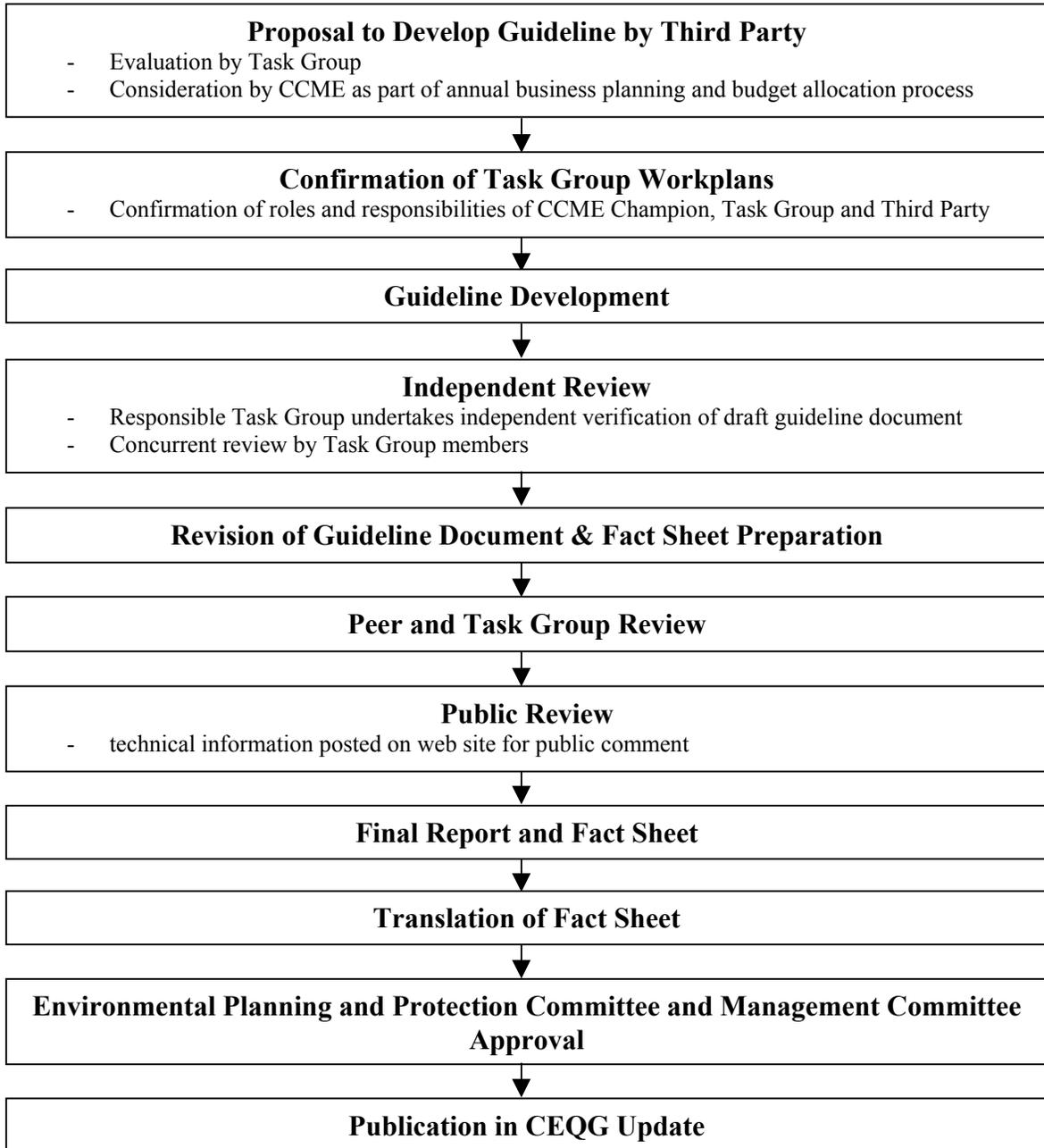
CONTRIBUTED GUIDELINES DEVELOPMENT PROCESS

The Canadian Council of Ministers of the Environment has a well established process for identifying priorities, developing and approving water and soil quality guidelines. Producing these science-based guidelines takes considerable CCME and jurisdictional resources. Jurisdictional demand remains high for both new guidelines and revision of existing guidelines to support regulatory and management activities.

There is increased interest and willingness from industry, academia and other third-party organizations to contribute to the preparation of these guidelines, based on CCME procedures and protocols. This interest is motivated by wanting to address specific issues of concern/interest in a manner that will contribute to enabling all jurisdictions to understand and manage the issue as required. They would like to undertake the technical development of guidelines, present them to the CCME guidelines task groups for review and have them approved as CCME guidelines.

In considering this interest, CCME has noted that contributed work has the potential to increase its capacity to develop guidelines. However, as this work will require the investment of CCME and jurisdictional resources, contributed guidelines must reflect CCME priorities and must meet CCME standards.

CCME has developed the following process for considering, managing and approving contributed guidelines. Diligence on the part of the Water and Soil Quality Guidelines Task Groups will be required to ensure that contributed guidelines meet the high standards set by CCME's environmental quality guidelines and that overall CCME priorities are met. The Task Group can decide not to proceed with the proposed guideline at any point in the process if it does not meet the criteria and technical standards of CCME guidelines.



Evaluation Criteria

CCME will consider the following when evaluating a Third Party proposal:

- Is this a national issue or one with the potential to become national in scope?
- How does the issue relate to CCME priorities?
- How does this work rank relative to other CCME priorities?
- Which science criteria (i.e. high toxicity, persistence, fate, bioaccumulation) does the substance meet?
- What is the adequacy of data for guideline development?
- What policy implications exist related to this substance?
- Is there capacity within CCME jurisdictions to undertake this work in the existing or upcoming work plans?
- Is there funding within the CCME budget to undertake this work in the existing or upcoming work plans?

Roles & Responsibilities

Champion:

- Act as liaison between the Third Party and the Task Group.
- Ensure that the nomination is accompanied by a brief report/briefing note addressing the evaluation criteria.
- Advise the Third Party in guideline development.
- Undertake the first screening to ensure the proposed document is consistent with the CCME protocol, has fulfilled the minimum data requirements and adheres to the general format of supporting guideline documents.

Task Group:

- Evaluate nomination and select champion.
- Conduct an independent expert review of the draft guideline document.
- Manage the evolution of the unsolicited draft guideline document into an approved guideline ready for publication and presentation to EPPC for approval, beginning with the independent review process.
- Review the draft guideline document and approve final products.
- Prepare and finalize fact sheet.

Third Party:

- Compile all necessary background information to develop a guideline according to CCME protocols; prepare a draft guideline document.
- Communicate regularly with the champion.
- Address champion and Task Group requests and/or comments.
- Revise and finalize guideline document/final report.