

Guide for New NADP Initiatives



National Atmospheric Deposition Program

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Document Change History

Version	Description	Effective Date
2.0	Updated contact information to Wisconsin State Laboratory of Hygiene.	09/2018
1.2	Updates to reflect newly approved changes to the governance structure (i.e., DMAS to DMAG) and approval of QA documents by QAAG	11/2014
1.1	add CLAD and TDEP to list of available personnel to assist with Ad Hoc committee changed “proponent” to “advocate”	05/2014
1.0	Initial document	09/2009

Introduction

The NADP develops new networks and activities, and makes changes to existing networks in response to changing and emerging needs in atmospheric deposition. This allows the networks to benefit from advances in technology and scientific knowledge. Routine changes to existing NADP networks and protocols are deliberated upon and instituted as part of normal NADP subcommittee business. By contrast, the proposed addition of new networks, new analytes (e.g., elements, ions, liquids, gases, particles, biomarkers, and radiation), new sample intervals, and new database or report procedures as a result of these additions, require formal investigation and additional documentation. These types of proposed additions are considered New Initiatives within NADP. They require final approval by the Executive Committee (EC) to gain official status within NADP. The NADP Chair should be contacted for an opinion before pursuing a New Initiative.

Purpose

This document describes the required steps in obtaining approval for a New Initiative, and the process by which a New Initiative will be incorporated into the NADP. It is the primary reference when proposing a New Initiative to the NADP.

Required Steps for a New Initiative

The NADP EC Chair will make an initial assessment as to the appropriateness of a proposed Initiative within the auspices of the NADP. Initiatives that are relevant to the mission of the NADP (NADP Governance Handbook, 2014) will follow the steps outlined in Table 1 and Figure 1 in order to be approved. The required content for the written reports, and for the oral presentation to the EC, is listed in Table 2.

At multiple stages in the approval process, an Initiative will be evaluated. At each of these stages, the Initiative may be accepted or rejected, or in some instances, additional information may be requested. Initiatives that are rejected may be resubmitted for consideration at a future NADP Meeting. Deficiencies with the initial proposal must be corrected before resubmitting the Initiative for consideration.

Reports and presentations should address the items in Table 2 in a straightforward manner. It is recognized that some items (e.g., funding guarantees, data management protocols, sample handling protocols) may not be finalized at the time of the draft report and presentation. Implementation of a New Initiative may take 6-12 months to complete.

Written reports should be submitted to the Program Office at least 2 weeks prior to Executive Committee meetings. The Program Office will distribute copies of the report to EC members. The NADP EC Chair will schedule a time to present the proposed Initiative during the EC meeting.

Table 1. Required Steps for a New Initiative

Requirement	Audience	When
Discussion regarding appropriateness/relevance of the New Initiative	NADP EC Chair	at earliest convenience
Written report regarding the New Initiative – draft*	EC	≥2 weeks prior to 1 st EC meeting on Initiative
Oral presentation of the New Initiative – draft*	EC	1 st EC meeting on Initiative
Ad Hoc Committee appointed by NADP EC Chair to help develop the proposed New Initiative	advocates for New Initiative	following initial approval of the Initiative by EC
Written plan regarding the New Initiative – final*	EC	≥2 weeks prior to a semi-annual NADP Meeting
Oral presentation of the New Initiative – final*	NADP Subcommittees	at semi-annual NADP Meeting referenced in previous step
Acceptance of New Initiative by NADP Subcommittees	NADP Subcommittees	following final oral presentation of the New Initiative
Approval by EC	EC	following acceptance of New Initiative by NADP Subcommittees
Submit QA documents	QAAG	≤5 months after approval by NADP Subcommittees
Performance review and report on the New Initiative	EC	≤1 year after approval by NADP Subcommittees

* see Table 2 for a list of required content

Personnel from the Program Office, the analytical laboratories, and any NADP member may assist with the proposed New Initiative. Requests to the Program Office and analytical laboratories for unfunded support should be limited, and should not detract from their support of existing NADP networks.

Following the initial presentation of the proposed New Initiative to the Executive Committee, the NADP EC Chair may appoint an Ad Hoc Committee to assist in the development of the proposed New Initiative. Depending on the needs of the New Initiative, the EC Chair may choose representatives from the following subcommittees and groups:

- Executive Committee (EC)
- Budget Advisory Committee (BAC)
- Quality Assurance Advisory Group (QAAG)
- New Initiative advocates
- Network Operations Subcommittee (NOS)
- Ecological Response and Outreach Subcommittee (EROS)
- Data Management Advisory Group (DMAG)
- Critical Loads of Atmospheric Deposition Science Committee (CLAD)
- Total Deposition Science Committee (TDEP)

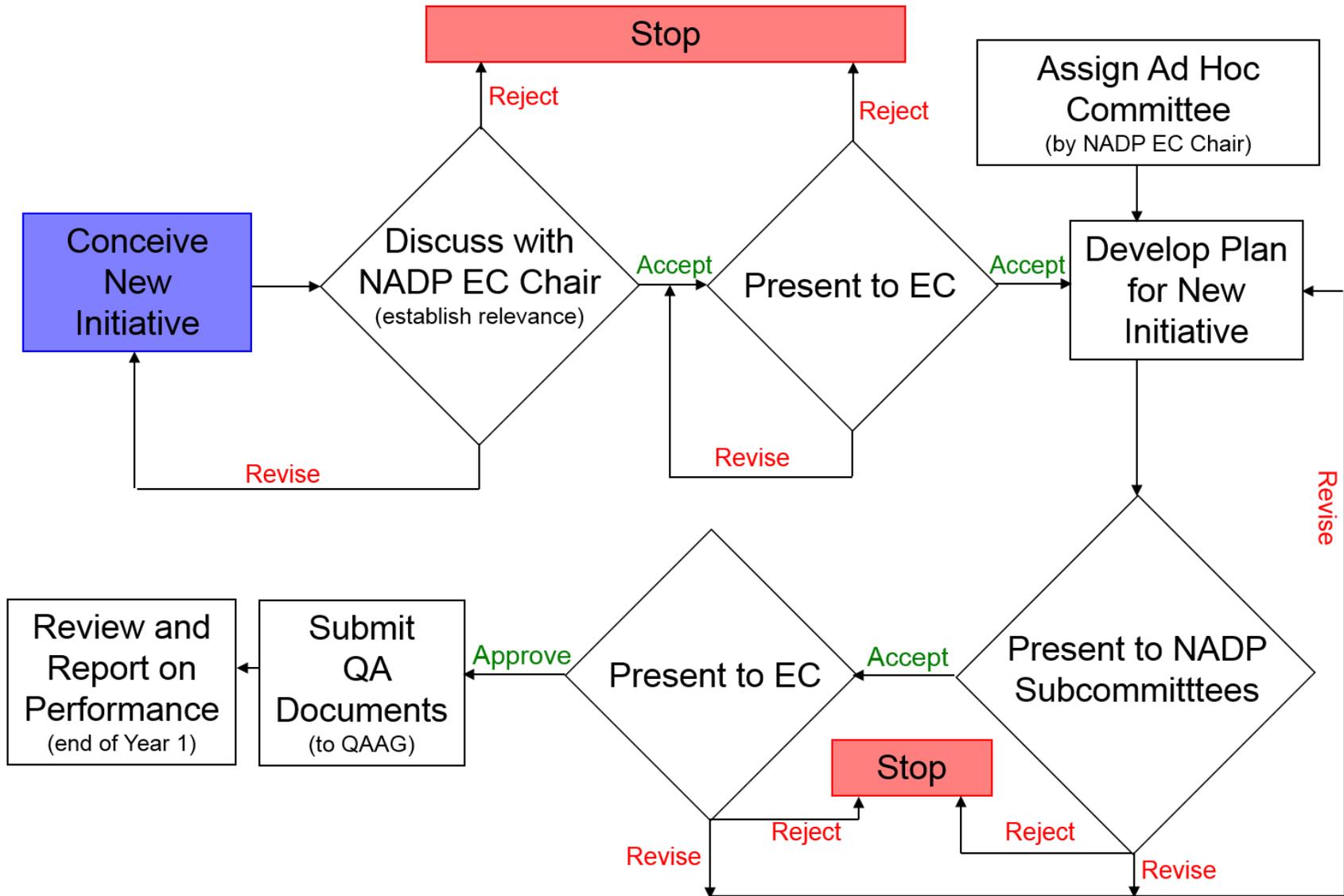
Members of the Ad Hoc Committee should be independent of the proposed New Initiative. That is, members of the Ad Hoc Committee should not have the potential for monetary gain by supporting a position for or against the Initiative. The appearance of conflict of interest should be avoided. If the NADP EC Chair is associated with the proposed New Initiative, the NADP

EC Vice Chair is responsible for appointing the Ad Hoc Committee. If both the NADP EC Chair and the NADP EC Vice Chair are associated with the proposed New Initiative, the NADP EC Past Chair is responsible for appointing the Ad Hoc Committee.

Incorporating New Initiatives into the NADP

Following the final oral presentation of the proposed plan for a New Initiative to the NADP Subcommittees, Subcommittee members will vote whether to accept the Initiative. Once accepted by the Subcommittees, the Initiative is recommended to the EC for approval. Independent to acceptance by the NADP Subcommittees, the Ad Hoc Committee will present an opinion regarding the proposed New Initiative to the EC. The EC will decide whether to approve the proposed New Initiative based on recommendation from the NADP Subcommittees and the opinion of the Ad Hoc Committee. Initiatives that are approved as a new NADP network must submit QA documents to the QAAG within 5 months of that acceptance. Initiatives that are rejected may be resubmitted for consideration at a future NADP meeting. Initiatives that are resubmitted should correct any deficiencies with the initial proposal in order to be reconsidered.

The Ad-Hoc Committee formed to assist in the development of the New Initiative will review the performance of the Initiative after one year of operation, and will report its findings to the EC. Deficiencies identified with the new network should be addressed prior to the next NADP meeting.



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Figure 1. Required Steps for a New Initiative within NADP.

Table 2. Required content for the proposed New Initiative plan, presentations, and report.

Section	Item	Description
Background	Initiative Name	Short title for the proposed initiative
	Contact Information	Name, organization, address, e-mail address, phone number of individual(s) proposing the Initiative
	Objective	Goal(s) of the proposed Initiative
	Duration	Length of time the proposed Initiative would operate
	Justification	Significance of the proposed Initiative, relevance to mission of the NADP*
Operating Protocols	Field operations	SOPs, sampling interval, sample type, sampling method, analyte(s)
	Laboratory operations	SOPs
	Data management	SOPs, information to be collected and stored
Products	Data	Availability, archival, completeness criteria
	Reports	content, audience, frequency
QA/QC	Field operations	QAP and/or SOPs (draft)
	Laboratory operations	QAP and/or SOPs (draft)
	Data management	QAP and/or SOPs (draft), flagging of suspect data, data quality criteria
	External QA/QC programs	Site surveys, inter-laboratory comparisons, field QC samples
Budget and Staff Support	Field operator	Time and cost of: travel, normal duties, and maintenance
	Laboratory	Time and cost of: laboratory analysis, sample processing, collection media, QA/QC, reports, field support
	Data management	Time and cost of: database design, data entry, data publication
	Program office	Time and cost of: contracting, support services
Funding	Availability	Degree of self-support, sources of funding, commitments to long-term funding
	Contributions	Equipment, funds, in-kind support
	Transfers	Mechanisms for funding field operations, laboratory operations, Program Office
Operation within NADP	Within existing NADP structure	Interfacing with existing subcommittees
	Within new NADP structures	New subcommittee(s) required
Transition period	Timetable	Plans for data products, comparability studies, protocol studies, consensus meetings, funding arrangements, staffing needs, etc.

* The mission of the NADP is detailed in the NADP Governance Handbook.