NATIONAL WORK GROUP ON LEAK DETECTION EVALUATIONS
Policy Memorandum #1
Summary of Work Group Ground Rules
March 8, 1994; Revised May 21, 2025

I. Work Group Mission

A. The mission of the Work Group is to:
   1. Review leak detection system evaluations to determine if each evaluation was performed in accordance with acceptable leak detection test method protocol.
   2. Ensure that the leak detection systems under review meet EPA and/or other regulatory performance standards, if applicable.
   3. Review only draft and final leak detection test method protocols submitted to the Work Group to ensure they meet equivalency standards stated in the EPA standard procedures;
   4. Make the results of such reviews available to interested parties.
   5. Maintain the individual listings for each evaluation and update as needed.

II. Work Group Structure

A. There are normally 11 Work Group members as follows:
   1. There will be a minimum of 7 state and/or local government members from different states and local governments, but no more than 5 from within any one EPA Region.
   2. There will be a minimum of 1 but no more than 3 EPA members, each from a different EPA region, but none from an EPA region with 5 state or local members on the work group.
   3. It is desirable for members to have previous experience in the review of third party tests and the review of test protocols.
   4. Member vacancies will be filled in accordance with Work Group Policy Memorandum #2.

B. There is a Chairperson (Chair) who is the Work Group facilitator.
   1. The Chair is elected in the same year as the United States Presidential election in accordance with the Work Group "Decision Making Process."
   2. The Chair serves a term of 4 years beginning January 1st of the year following the United States Presidential election.
   3. Only non-EPA members may be elected Chair.
   4. The Chair keeps the Work Group's official records.
   5. The Chair will work in conjunction with the Vice Chair in filling any Work Group vacancies according to Work Group Policy Memorandum #2.
   6. The Chair will be responsible for working with the designated note keeper and other members to finalize the minutes and distributing minutes of the meeting once they are finalized. If a designated note keeper is unable to attend a meeting, the Chair will secure a note keeper *pro tem* for the meeting.
   7. The Chair will be responsible for issuing an acknowledgement for presenters following the meeting.

C. There is a Vice Chair who will fill in for the Chair if the Chair is unable to attend meetings, and who will assume the role as Chair if the Chair is unable to complete the 4 year term.
   1. The Vice Chair is elected in the same year as the United States Presidential election in accordance with the Work Group "Decision Making Process."
   2. The Vice Chair serves a term of 4 years beginning January 1st of the year following the United States Presidential election.
   3. Only non-EPA members may be elected Vice Chair.
   4. The Vice Chair will preside over proceedings of any regular or specially called meetings of the Work Group in the following circumstances:
      a. The Chair is not present for the meeting.
      b. At the discretion of the Chair.
   5. The Vice Chair will be responsible for conducting any roll call votes of the Work Group, if a roll vote is necessary, and certifying the results of the vote to the Chair.
   6. The Vice Chair will work in conjunction with the Chair in filling any Work Group vacancies according to Work Group Policy Memorandum #2.
   7. The Vice Chair will be responsible for ensuring that the Attendance List for each meeting includes everyone in attendance.
   8. The Vice Chair will be responsible for arranging appropriate recognition for members who leave the Work Group.

D. There is a note keeper who will take, publish and distribute minutes of each Work Group meeting.
   1. The note keeper serves a term of 1 meeting.
   2. The note keeper is elected in accordance with the Work Group "Decision Making Process."
   3. The note keeper is elected during the meeting preceding the meeting for which he/she serves as note keeper.
   4. The note keeper shall publish and distribute the minutes within 60 days after the meeting. The minutes will include a summary of decisions and discussion items from the meeting as well as issues of general interest to vendors, tank owners, and other interested parties. The minutes will be distributed by email to the Work Group members and posted on the Work Group's website.

E. In order to ensure a smooth transition in the Work Group leadership, the Work Group established two positions within the membership called Chair-Elect and Vice Chair-Elect. Upon a vacancy of either the Chair or Vice Chair positions, the Chair-Elect or Vice Chair-Elect will become Chair or Vice Chair.
   1. At its discretion, the Work Group will decide if and when either or both of these positions need to be filled.
   2. The method of selection of the Chair-Elect and Vice Chair-Elect are determined by the Work Group.
   3. The Chair-Elect and/or Vice Chair-Elect will be given one or more opportunities to perform the roles of Chair and/or Vice Chair in a regular meeting prior to their formally assuming the responsibilities of Chair and/or Vice Chair.
   4. If for any reason, the Chair-Elect and/or Vice Chair-Elect should decide to withdraw from that position, their replacement(s) will be made at the discretion of, and in a manner determined by, the Work Group.

F. The Work is divided into teams with a team leader and team member(s) who review third party evaluations and leak detection test method protocols.
   1. The team leaders coordinate all team activities.
   2. The team leaders and team members are selected and Team composition reviewed at the Work Group meetings.
   3. The team leaders and team members have no team term limitations.

III. Work Group List

A. The Work Group compiles a list which includes:
   1. Leak detection systems that were third party evaluated in accordance with an acceptable leak detection protocol and have been determined to be acceptable to the Work Group.
   2. Leak detection test method protocols that were determined to be acceptable to the Work Group.
   3. Links to documentation such as leak detection equipment calibration, example reports and maintenance information provided by the vendor.

B. The Work Group maintains an internet version of the list continuously on https://neiwpcc.org/nwglde/. Each January, a list of the changes from the previous year will be saved on the website in a downloadable format.

IV. Outside Participation in the Work Group

A. All regular meetings will be open to members and local, state and federal regulators.

B. During each regular meeting, there will be 4 thirty-minute sessions available for vendors, evaluators, protocol authors and other interested parties to make presentations to the Work Group in accordance with Policy Memo #4.

C. Vendors and/or evaluators who wish to meet privately with members of the Work Group during a Work Group meeting will only be approved after first attempting to resolve all issues in the following order:
   1. A conference call (teleconference, etc.) with appropriate team members and the vendor and/or evaluator.
   2. If the conference call fails to resolve all issues, the vendor and/or evaluator may request that a private discussion with appropriate team members be scheduled at the next regular meeting of the Work Group to resolve remaining issues.
   3. If the meeting with the team fails to resolve all issues, the vendor and/or evaluator may request that a conference call with members of the Work Group be made to attempt to resolve the remaining issues.

D. Regularly scheduled meeting agenda time will not be used for private meetings with vendors and/or evaluators, and notes made at any private meetings will not be reflected in the meeting minutes.

V. Work Group Decision Making Process

A. Decisions are made by a majority vote using the following rules:

1. There must be quorum of 7 members present at meetings and/or involved in conference calls and/or responsive to e-mail correspondence.
2. In the event of a tie vote, the Chair must abstain.

VI. Work Group Conflict of Interest

A. Work Group members must decline any involvement in review of evaluations and protocols in which the member has a conflict of interest based on employment or any other activities.

B. Work Group members must take all necessary precautions to avoid being involved in a situation which could be considered a conflict of interest while they are a member of the Work Group.

C. Work Group members must notify the Chair of any attempt to unduly influence member actions within the Work Group.

VII. Work Group Litigation Precautions

A. Members need to make sure their employer will defend them against litigation resulting from work performed related to Work Group activities.
   1. EPA defends EPA employees when Work Group activities are listed as part of their job description. It is recommended that state members have work group activities listed in their job description.
   2. All formal Work Group correspondence should be on employer's letterhead, and all electronic (computerized or e-mail) communications should be from employer's communication equipment or service.