NATIONAL WORK GROUP ON LEAK DETECTION EVALUATIONS
Policy Memorandum #2
Filling Work Group Vacancies
March 8, 1994; Revised March 6, 2024

A. Work Group Structure

I. Work Group membership is normally 11 members. Work group members are chosen from candidates who are UST/AST program staff and employed by federal EPA, state or territory government agencies, or other local government entities such as tribe, county, or city governments. Work Group membership is structured so that there is a minimum of 7 non-federal government entity members and a maximum of 3 federal EPA members. However, the following restrictions apply:

a. There shall be no more than 5 members from within the boundaries of any single EPA region.
b. There shall be not more than 2 members from within the boundaries of any single state or territory.
c. There shall be not more than 2 members from any single state or territory government agency.
d. There shall be not more than 2 members from any single local government entity.
e. There shall be no more than 1 member from any single EPA regional office.
f. There shall be not more than 1 member from EPA headquarters.
g. There shall be no EPA members from an EPA region with 5 non-EPA government entity members.

II. If a situation arose where the above restrictions could not be met and resulted in a membership of less than 10 members, then items a-g above may be modified on a temporary basis only by a majority vote of the existing members in order to maintain a fully staffed Work Group.

B. Filling Work Group Vacancies

I. A member may resign from the Work Group, leave his/her employer, transfer to another regulatory program, or may be removed by a vote of the Work Group. When a vacancy is created, the process below will be used to fill the vacancy.

II. If a vote is taken to remove a member due to inadequate participation in Work Group meetings or for other reasons, the vote will proceed according to the “Decision Making Process” outlined in Policy Memorandum #1, except that the vote-to-remove must be unanimous for a member to be removed. The member being voted on may not vote and any abstention votes cast will be counted as a vote-to-remove.

III. The Chair will notify ASTSWMO and other interested parties of vacancies and request them to use their email network to advertise the vacancy and the opportunity to fill the NWGLDE vacancy. Work Group members may also contact interested individuals and encourage them to apply.

IV. All interested applicants must apply by the deadline established by the Chair and provide the information requested in the attached NWGLDE Application to be considered for membership on the Work Group.

V. All applications and any supporting documentation submitted by applicants will be forwarded to the members for consideration accompanied by a ballot prepared by the Chair or Vice Chair containing the names of the applicants and voting instructions. A minimum of 2 weeks will be allowed for members to consider the above information, and if desired, interview candidates by telephone. The Chair will establish a deadline for ballots to be returned.

VI. A conference call may be held within this 2 week period and Work Group members may discuss the applicants.

VII. On or before the established deadline, members shall provide the Chair and Vice Chair with their ballot containing their rating for each candidate. Candidates shall be rated in order of the member's preference, with a member's top choice receiving a score of 1, the second choice a score of 2, and so on. The Chair and Vice Chair will independently tabulate the ballots and then compare their tabulation results. If the results match, the election will be declared valid. If the results differ, the Chair and Vice Chair will review their own tabulations and compare results again. The candidate with the lowest score will be declared elected to the Work Group. If there is a tie for the top position, a second ballot will be prepared and distributed and the members will rate only the candidates who are tied. The results will be tabulated by the Chair and Vice Chair as before, and the candidate with the lowest score will become the next member. If a tie still exists after these 2 ballots, the Chair's rating will be removed from the second ballot to allow the tie to be broken.

VIII. The Chair will notify the member-elect and the members of the results of the vote and provide all of them with an updated member list. The Chair will also send a letter or email to the new member(s) of the Work Group to welcome them, and to provide the new member with information about the Work Group.

IX. If a Work Group member should lose eligibility to remain on the work group, either through a transfer to another regulatory program or otherwise, the Work Group may vote to allow the member to remain on the Work Group long enough to complete work or transition Work Group assignments to others. (It is not expected this situation will last for more than one meeting.)

a. The Work Group may opt to extend a membership in the Work Group, if the Work Group votes that a member's continued involvement is critical to completing a Work Group project or issue.

X. If the number of applicants to fill an announced vacancy is three or less, or if there does not appear to be any applicants with the qualities needed by the Work Group to fill a vacancy, after consulting with the members, the Chair and Vice Chair may decide to postpone the election. The Chair will notify any applicants and members that the election has been postponed until further notice.

Application

For Membership on the National Work Group on Leak Detection Evaluations (NWGLDE)

Name_____

Current Job Title_____

Work Address_____

Work Phone_____ Years of experience with UST program_____

College experience [universities attended, major and minor, Degree(s)]_____

_____

Use the space below the question to enter answers to the following - expand each section where necessary:

1. **Brief description of current job responsibilities**

2. **Amount of time spent/and brief descriptions of experience with any of the following:**
   a. **Reviewing third party evaluations of leak detection equipment**

   b. **Reviewing leak detection test method protocols**

   c. **Field inspection of leak detection equipment**

3. **Brief description of any special expertise with any certain system(s) and/or method(s) of leak detection.**

4. **Brief description of any expertise in the area of statistics, chemistry, environmental law, such as college courses, other courses or seminars, or job experience**.

5. **Brief description of any other applicable experience or knowledge that would be beneficial to the NWGLDE, such as AST program knowledge, SPCC familiarity/experience, bulk product storage knowledge, storage tank installation and operation experience, etc.**

6. **How much time do you estimate you will be able to devote per month to NWGLDE activities?**

7. **List any other reasons why you should be selected as a NWGLDE member.**

******Important Information for Applicants******

The NWGLDE is an independent work group and is neither sponsored by nor a subsidiary of the U.S. Environmental Protection Agency (EPA). Funding to attend NWGLDE meetings is provided from an EPA grant to NEIWPCC, and is subject to NEIWPCC travel policies and guidelines. Neither NEIWPCC nor EPA provides any other funds to support NWGLDE activities, including the NWGLDE website. Expenses not covered by NEIWPCC are the responsibility of the member or covered by the member's employer.

The NWGLDE holds meetings two times per year and each meeting may require 3-5 days away from a member's regular employment due to travel. The ability to travel to NWGLDE meetings is mandatory and anyone who is unable able to travel to meetings, or is unable to devote time to attend meetings, is not encouraged to apply.

The NWGLDE does much of its work outside the two meetings each year. This consists of reviewing third party evaluations and draft protocols, drafting and reviewing correspondence, communicating with vendors, evaluators, and other interested parties, responding to questions from the public and regulatory agencies, researching issues, writing articles for LUSTLINE, solving problems with work submittals, doing occasional presentations at the National Conference, etc. It is essential that any prospective member have the time available to participate in these activities outside of meetings **as well as** the support and commitment of his or her upper management to devote time to NWGLDE work while on their regular job, or the member must be able to do NWGLDE work on his or her own time. Applicants who do not have the full support of their supervisor and/or upper management to participate in the NWGLDE are not encouraged to apply.

It is critical that NWGLDE members maintain objectivity and take precautions against any appearance of a conflict of interest both before becoming a member of the NWGLDE and while serving on the NWGLDE. NWGLDE members represent the NWGLDE as well as their employer. Prospective members must review Work Group Policy Memorandum #1, "Summary of Work Group Ground Rules" which is posted at www.nwglde.org and affirm the ground rules are understood and will be followed prior to applying.

Although it has not happened, there is always a possibility of legal action being taken against the NWGLDE or individual NWGLDE members. Prospective members are encouraged to make sure their employer would defend them against litigation resulting from work performed related to NWGLDE activities and it is recommended that state members have NWGLDE activities listed in their regular job description.

I have read the Important Information for Applicants, and Work Group Policy Memorandum #1.
The information provided on this Application is true and accurate to the best of my knowledge.

Signed_____
(typed signature acceptable)

Date_____

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