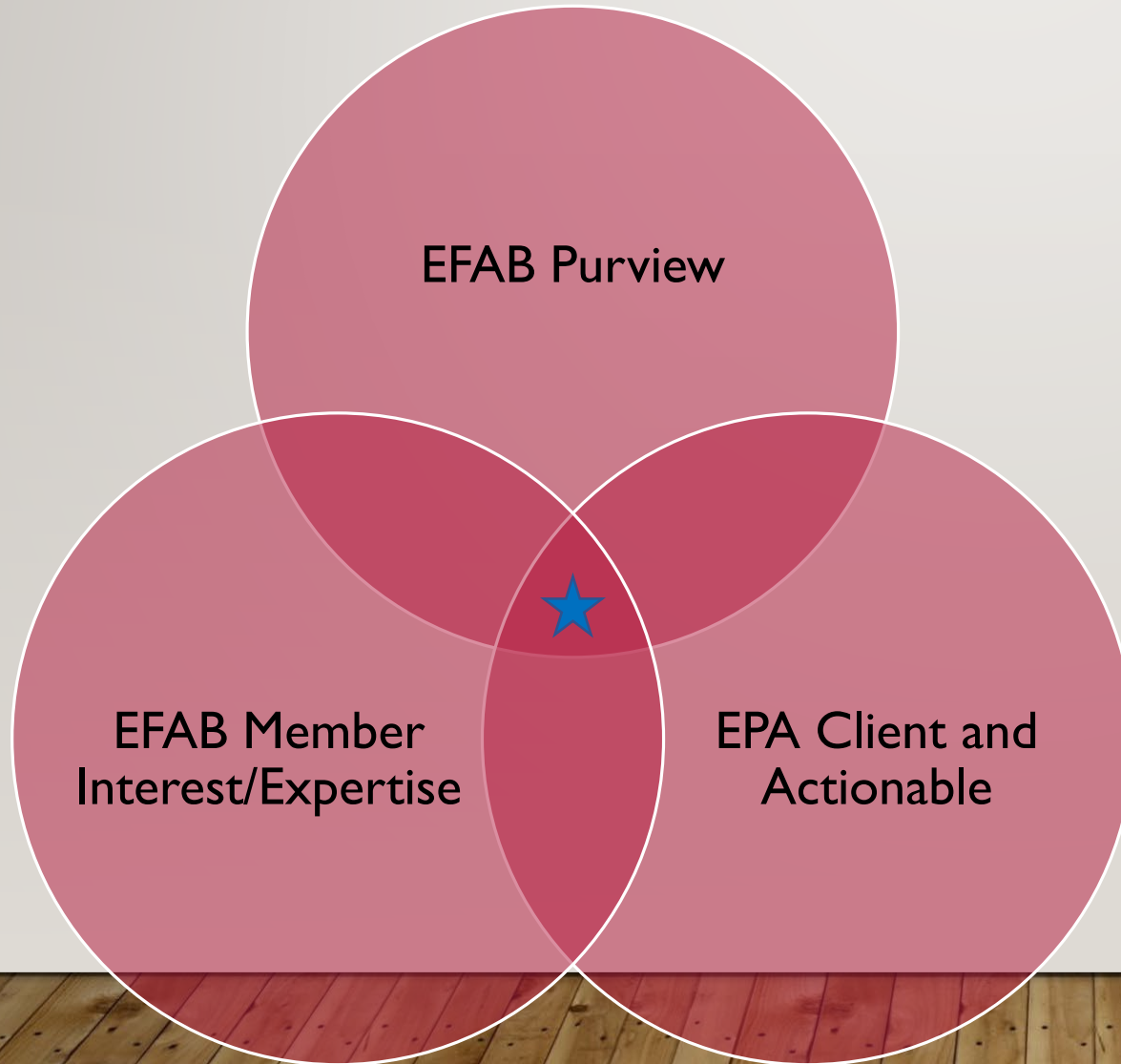


# ENVIRONMENTAL FINANCIAL ADVISORY BOARD OPERATING MANUAL

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**STANDARD OPERATING PROCEDURE #1: CHARGE DEVELOPMENT AND ACCEPTANCE**  
**ED CHU- DESIGNATED FEDERAL OFFICER**

# SOP #1: Charge Development and Acceptance



## Step 1: Topic Identification and Draft EFAB Work Charge Development

- At every EFAB meeting, the EFAB will dedicate time to consider new topics.
- For each issue being proposed for the EFAB consideration:
  - Four weeks before the meeting a short description describing the issue and its appropriateness must provide in writing for DFO and Chair review and comment.
  - Two weeks before the meeting the write up must be distributed to the EFAB for review.
- Each proposed topic must be presented to the EFAB and a simple majority of the quorum is required to approve development of a draft EFAB work charge.
- Once a topic is approved by the EFAB, the EFAB Chair, DFO, and EFAB staff will identify an EPA lead and an EFAB member to draft the work charge.

## Step 2: Draft EFAB Work Charge Vetting

- A draft EFAB work charge must be reviewed EFAB Chair and DFO to determine if is complete and ready for full EFAB consideration.
- Once ready for EFAB consideration, the draft charge will be distributed via email to the EFAB.
  - The EFAB will be given 10 days to provide written comments.
- Following the receipt of the written comments, the EFAB Chair and DFO may request further iterations of the EFAB charge or request a conference call and/or webinar to enable EFAB to provide verbal feedback.

## Step 3: Charge Selection

- The EPA program and EFAB member who drafted the charge will make a formal presentation to the EFAB describing the anticipated work.
- A simple majority is the threshold necessary to accept a work charge.