ETC ACTION TEAM STANDARD OPERATING PROCEDURES (SOPs)

1. Action Team Plan: At the first meeting, the team should begin work on its Action Team Plan. By the second meeting, it should be completed and submitted to the ETC. Thereafter it should be updated twice a year (October and April) unless there are significant changes. Action Team Plans will be posted on the ETC web site so it is important to keep this information up to date.

2. Monthly meetings: Action Teams should set a regular meeting date and time, such as the second Wednesday of the month at 3pm.

3. Minutes and Action Items: Action team leaders should request administrative support for the taking of minutes and action items. The previous month's minutes will be distributed before the meeting for corrections. At the beginning of each meeting, the team leader should review the minutes and action items.

4. Semi-annual Progress Reports: The Action Team progress reports are due in September and March.

5. Reporting to Team Champions: The Team Leader should update the Team Champion on a quarterly basis.

6. SBIR awards: If an Action Team places a topic(s) in EPA's Small Business Innovation Research (SBIR) program's solicitation then the team should be prepared to participate in the relevancy review of the proposals submitted under their topic(s). If awards are given for their topic, then the team should hold quarterly conference calls with the technology developers.

7. ETV verifications: If ETV verifies technologies for an Action Team then the team members should be prepared to be involved. At the end of the verification, the team should submit a report to the ETC.