

UPPER MISSISSIPPI RIVER RESTORATION–ENVIRONMENTAL MANAGEMENT PROGRAM
LONG TERM RESOURCE MONITORING PROGRAM

**Modification Process for the Long Term Resource Monitoring Program Annual Scope of Work
May 2012**

The Long Term Resource Monitoring Program's (LTRMP) scope of work (SOW) identifies projects or products that represent priority work for the LTRMP at the time the scope is developed. As such, LTRMP staff will focus on these projects, and their respective deadlines, to the exclusion of most other work. However, during the year, conditions or opportunities can arise that may indicate more effective ways to expend LTRMP funds and labor. For example, work efforts may change due to weather or river conditions, new funding opportunities, new opportunities for needed collaboration, opportunities for mutually beneficial interactions with Habitat and Rehabilitation Project's, loss of critical employees, legal or safety issues, or unforeseen complications that increase the cost of a project. Under these circumstances, changes in priorities for specific projects in the scope may be warranted. When it would be advantageous to LTRMP, the scope of work can be modified to adjust deadlines, restructure projects or their products, or delete and add projects or products for that year.

The following process will be used to modify the LTRMP scope of work.

1. The lead investigator will discuss with the USGS LTRMP Science Director the need for a change to the SOW (new deadline, removal of product, substitution of a product, etc.) and any effects to existing workloads. If the change is to an existing deadline, this needs to be discussed at least **one month** before the existing deadline. The Science Director decides if change is warranted. For any delay in a deadline that is greater than six months or that is a third request on a single product, a written description of the reason for delay and of a plan for meeting the new deadline will be submitted to the Science Director by the requestor. A new work plan will need to be developed by the requestor for all modifications granted.
2. The lead investigator will submit an email to the Science Director with agreed changes to the SOW. If a new product is added, provide a project description that addresses: what is the issue?, what will be done?, who cares?, implication to managers and the river?, product type, and deadline. If a product is suggested for removal or substitution, provide a narrative describing the reasons for action.
3. The USGS LTRMP Science Director will coordinate with USACE EMP Regional Manager and LTRMP Manager for concurrence regarding the requested change and reasons for the change.
4. If there is a revision, removal, or substitution to an existing project, USGS notifies the A-Team Chairperson of a slot needed on the agenda to communicate SOW changes to the A-Team. The lead investigator of the project will communicate proposed changes to the A-Team by email for review and comment. The document should specifically address whether the change modifies or removes a product that is important to an agency, or postpones something that may contain timely information for an agency. If needed, the proposed change could be discussed at a regularly scheduled A-Team meeting. The PI will participate in the A-Team discussion either in person or by phone. Members will be able to discuss and comment on the proposed change.
5. The USGS will add an addendum to the current year SOW and make necessary changes to the milestone chart. Any changes will be presented at the quarterly EMP-CC meeting. Changes may occur quarterly.