

1.0 Introduction

The Society of Contaminated Sites Approved Professionals of British Columbia (CSAP) is mandated through the society's constitution, including these aspects:

- To assist the British Columbia Ministry of the Environment and Climate Change (ENV) with the development of regulatory procedures, policies and guidance related to Approved Professional work
- To provide members and prospective members with education and training in Contaminated Sites Approved Professional procedures and practices
- To cooperate and consult with other professional and scientific bodies, stakeholders and local and provincial government.

A Terms of Reference for the Technical Review Committee (TRC) is available to readers for more general information about the role of the TRC. In support of these aspects of CSAP's constitution, these guidelines relate to activities of the TRC, including:

- Technical reviews
- Special projects
- CSAP's Scholarship program
- Additional activities, as requested

2.0 Committee Membership

The TRC members are selected from volunteers through an expression of interest on the Members Survey conducted at the CSAP Annual General Meeting. The TRC is composed of 5-6 members, including the Chair who is also on the Board of Directors. The TRC members serve two-year terms, and if there is reason may continue for another term (e.g., contributing to specific initiatives, difficult to replace expertise, etc.).

Members are chosen from the list of those interested by the Chair and the Executive Director taking into account the following factors:

- Technical background, to balance representation of technical skills on the Committee (e.g., risk assessment, site assessment, hydrogeology)
- Affiliation, to reflect various firms of different sizes/client profiles (i.e., try to represent CSAP membership)
- Experience, including R&D
- Demonstrated reliability

3.0 TRC Meetings

The TRC meets quarterly at a minimum, depending on the Committee's workload and to fit with annual activities (Section 5). Meetings are typically held at CSAP's offices. Meeting notes are taken by an individual appointed by the Chair.

4.0 Activities of the TRC

4.1 Technical Reviews

Technical reviews are most often initiated by ENV and involve the review of draft protocols, procedures and technical or administrative guidance. The objective of reviews is to provide comments from the Approved Professional (AP) point of view. From time to time CSAP may also initiate a technical review.

Selection of document reviewers: Selections are made based on the area of expertise required to review a particular document. When the review involves multiple documents, the TRC releases a request for expressions of interest to the CSAP membership.

Documentation: A scope of work document is prepared for each technical review outlining the expectations of the review and the review budget.

4.2 Special Projects (R&D)

Selection Process:

- Comprehensive-list: The TRC manages and prioritizes a list of R&D project suggestions that is revisited annually. Input is sought:
 - From CSAP members through the CSAP AGM annual member survey
 - From ENV
 - From TRC members who identify technical issues faced by APs
 - Based on unsolicited proposals from APsThe comprehensive list is shared with the Board and ENV (during face-to-face meeting) for early feedback.
- A short list of viable projects are recommended to the CSAP Board for funding using the following selection criteria:
 - Projects should provide insight and guidance regarding day-to-day practice of APs
 - Projects should address areas of practice where there are challenges in standardization of practice and/or new science
 - From time to time a white paper may be proposed that supports early ideas and good science
 - If joint funding is available (e.g., with ENV or an outside organization) and the leverage will support AP practice
 - The portfolio of projects for each fiscal year will ideally balance site assessment and risk assessment aspects
 - Available budget
- Once the budget is approved by the CSAP Board, the TRC can move ahead with procurement. All projects with budgets >\$15,000 must be approved by the Board prior to procurement.

Conflict of Interest: Members of the TRC are specifically excluded from being a part of a proposed team; however, the firms where TRC members are employed are not excluded from submitting a proposal. TRC members can contribute to the Request for Proposal (RFP) but must not contribute to the respondent proposals in any way, nor be part of the proposed team. TRC members will reclude themselves from providing feedback on proposals if their firm submitted a proposal.

Procurement: A project proposal is required for each short-listed project which includes a budget and project timeline. See Appendix A: Project Proposal Form. These are prepared by TRC members, ENV or, if unsolicited, the submitting organization.

There are three options for procurement:

1. Projects < \$15,000: the TRC can make a direct award, selecting a consultant or group of consultants that can execute the project when appropriate.
2. Projects ≥ \$15,000: the TRC uses a competitive process to select the service provider. The project proposal is put out to tender by CSAP. Competitive procurement must be conducted to maximize the benefit to CSAP and its members, while offering proponents a fair and equitable opportunity to participate. The proposal format should be simple and intended to take minimal time to be responsive; bulleted and short-form text is strongly preferred. The proposal review process involves:
 - a. Setting up a proposal review team with individuals that are not in conflict of interest to review the proposal, including TRC members and, if advantageous, specialist APs with relevant experience

- b. Establishing proposal review criteria (i.e., experience of team, team organization, technical approach and any other criteria appropriate for the proposed work);
 - c. Independent scoring of proposals by individuals on the proposal review subcommittee
 - d. Compiling and then discussion of scores by the review team to choose successful bidder
 - e. Recommendation to the TRC for selected bidder
3. Unsolicited proposals that become projects: After TRC short-listing and Board approval are directly award to the submitting firm/team. Unsolicited proposals should be submitted using the CSAP's project workplan, Appendix A

Project Management: The project acceptance letter acts as the project contract which includes the project proposal, budget, deliverables, timeline to complete the project, payment schedule and the terms under which CSAP projects operate. One member of the TRC becomes the TRC's project manager; budget should be set aside for their project management (CSAP admin rate) and technical involvement (CSAP technical rate). The TRC's project liaison is responsible for project monitoring, communication with the proponent's project manager, reporting out to the TRC, and participating in meetings, and leading the review of any deliverables, etc.

Role of ENV: ENV may be invited to participate in relevant projects. The TRC and the TRC's project manager should clarify ENV's role at the start of the project on a project-specific basis with concurrence by ENV. In some cases, where ENV is the funder, they will be more involved whereas in other projects ENV will have a review role or no role at all. CSAP has primary responsibility for the content of Special Projects and ENV's participation is at their discretion.

4.3 CSAP Scholarships

The CSAP Society is supporting the next generation of Contaminated Site Approved Professionals by offering up to [three scholarships](#) to applied science and engineering graduate students whose research is relevant to the assessment and remediation of contaminated sites.

Applicants must:

- Be engaged in a natural or applied science program leading to a post graduate project or thesis
- Have a clearly defined research project (can be full thesis or a major project for a coursework masters) and demonstrate the relevance of the research to the investigation and remediation of contaminated sites
- Be in the first or second year of their graduate degree and describe their research project in enough detail to determine its merits for scholarship award. In other words, scholarships will be awarded to students beginning their work, not completing it
- Demonstrate exceptional promise, academic excellence, leadership and a strong commitment to contaminated sites research

One of the three CSAP's scholarships is the Mike Macfarlane Memorial Scholarship which will be awarded to the applicant that shows innovation and forward-thinking. This special scholarship in Mike's name recognizes these attributes, which he exemplified in his years of leadership at the Land Remediation Section of ENV.

The scholarship program is advertised through the ScholarshipsCanada.com website and targeted emails to professors and university departments. The deadline for applications is March 31; all applications are adjudicated by a three-member subcommittee established by the TRC Chair. Each candidate's application is scored by subcommittee members independently prior to the committee final selection.

Detailed information regarding the CSAP Scholarship program is available on the CSAP website <https://csapsociety.bc.ca/about/scholarships/>

CSAP advises all applicants of the outcome by letter and scholarships are presented annually at the CSAP AGM. Students receiving scholarships are encouraged to attend the afternoon portion of the AGM and give a five-minute presentation on their research.

4.4 Additional activities

Assist the CSAP Board of Directors' projects (as needed)

- Provide project management services upon request

Assist the Professional Development (PD) Committee

- Suggest topics of interest for PD webinars
- Coordinate TRC project updates at the CSAP AGM

5.0 TRC Annual Calendar

The TRC has an annual planning cycle that involves the following in the CSAP fiscal year (FY):

Quarter of Calendar Year	TRC Activities
Q1 (Jan/Feb/Mar)	<ul style="list-style-type: none"> • Technical reviews as required • Special projects: <ul style="list-style-type: none"> ○ Complete projects by end of current FY ○ Develop comprehensive list for next FY ○ Short-list projects and recommend to Board for next FY • Scholarships <ul style="list-style-type: none"> ○ Ensure scholarship applications are up-to-date
Q2 (April/May/June)	<ul style="list-style-type: none"> • Technical reviews as required • Special projects <ul style="list-style-type: none"> ○ Approved by Board for this FY ○ Procured ○ Initiated • Scholarships <ul style="list-style-type: none"> ○ Establish review subcommittee ○ Select scholarship recipients ○ Work with Professional Development Committee to make announcement
Q3 (July/Aug/Sept)	<ul style="list-style-type: none"> • Technical reviews as required • Special projects initiated and underway
Q4 (Oct/Nov/Dec)	<ul style="list-style-type: none"> • Technical reviews as required • Special projects: <ul style="list-style-type: none"> ○ Underway for this FY ○ Start developing long-list for next FY

APPENDIX A: PROJECT WORKPLAN

Outline to Use in Seeking Grants from CSAP



Project Title:

Purpose/Objectives of Project:

What is overall purpose, in relation to CSAP's mandate?
What are the specific project objectives?

Background and Need for Project:

Describe any necessary background to understanding proposal.
Identify need for project.

Audience:

Who will be the audience for the project deliverables?

Scope of Work:

Describe main tasks.
Describe deliverables.
Describe expected review process for each deliverable.

Main Obstacles in Delivering Project:

List and describe.

Model for Delivery /Approach:

How will the project be delivered, for example:

- By committee? Single company? Or?
- Feasibility assessment (what is business model/case) if the project is to develop a new area of service for CSAP
- Is this project phased? If so, how does this proposal fit into the overall vision?

Team:

Describe, including reporting structure.

Budget:

- Budget, showing rationale (either hours by personnel or allocation across involved organizations if honoraria are used)
- Is there any seed money available? If so, how much.
- Are there any in-kind contributions? If so, describe.
- Are there any logical partnerships to co-fund the work? If so add detail.

Schedule:

Provide schedule for major milestones; include review process.