



CTAG

Certification & Training Assessment Group — National Partnerships for Safe & Effective Pesticide Management through Education, Training & Competency Assessment

The CTAG Process for Issue Development *(draft document, Board Approval slated for August 2004)*

The following step by step process details how issues are handled and processed by the CTAG Board and its designated workgroups. CTAG issues can result in a project, such as the NAFTA Core Exam, or they may result in a guidance document, concept document, or regulatory issue paper. CTAG will track the progress of all items or issues that enter the process. Although CTAG accepts and appreciates comments at any time, at certain steps during development, CTAG will seek comment from its partners (including EPA headquarters and regional offices, SLAs, CES, TPPC, AAPCO, ASPCRO, AAPSE and federal C&T programs) and from stakeholders (including Farm Bureau, CropLife, ARA, PLCAA, NPMA, etc.). Some items, such as guidance documents, may not pass through all of the steps described below since they are dynamic documents that are easily updated and are intended to be helpful tools. Any item or issue that proposes change to EPA regulations, federal laws, or state regulations or laws will proceed through the steps described below. However, if an issue needs immediate action, the essence of time may preclude CTAG from following each step in this process.

CTAG intends to use various methods to discuss issues with partners and external stakeholders to gather input. While forming, developing, or finalizing issues, in addition to formal requests for comments, CTAG may utilize surveys, focus groups, workshops or training courses, regional meetings, national meetings, Canadian meetings, and other means to best assess direction and development of items or issues before the Board.

Steps

1. Issues affecting certification and training may be brought before the Board by a Board member, or a CTAG partner or stakeholder. Any issue brought before the board must be sufficiently developed to address the significance of the issue and describe the problem to be avoided or solved.
2. The Board will prioritize all issues, which may result in fast-tracking some issues or putting an issue on hold.
3. Generally, an issue will result in a project, or a guidance document, concept document, or regulatory issue paper. For all items that do not become EPA projects (ex., the NAFTA exam), the issue will either be assigned to an existing workgroup or a new workgroup will be formed to consider the issue. If a new workgroup is established, a Board member will be assigned as workgroup chair or co-chair and workgroup members will be recruited from the Board and from partners and stakeholders. In some instances, especially when a rapid turnaround is desired, the issue may be assigned to one or more Board members to work on one or more aspects of the issue. The Board may develop a detailed charge to the workgroup or it may provide more general direction. The workgroup will examine the background of the issue as well as the benefits to be derived and the problems which may be faced in resolving the issue. Ultimately, the workgroup will develop a guidance document, concept document, or regulatory issue paper. Workgroup meetings, conference calls, and/or email discussions will be held to facilitate development of an issue and corresponding draft document.
4. Following development of a draft document, the workgroup will submit the draft to the Board for consideration. The Board will discuss the merits, obstacles and clarity of the draft and may make slight modifications. The Board will consider the draft document and will either approve the draft or send it back to the workgroup for further work or for reconsideration.
5. Once a document is approved by the Board, CTAG will circulate the draft to partners via the AAPCO, ASPCRO, AAPSE, PSEP, and TPPC listservs and solicit comments within a prescribed

period of time. The draft document and request for comments will also be posted on the CTAG web site.

6. The workgroup will collect and evaluate partner comments. The workgroup will either revise the draft document or will consult the Board for discussion of the issue and to seek further direction. Once the draft document is revised, it is put before the Board for approval. For approved guidance documents, the process will end here, since they are dynamic and can be easily edited and updated.
7. The workgroup will collect and evaluate partner and stakeholder comments. The workgroup will revise the draft document as appropriate and will then either send the issue back to the Board for consideration and approval or the workgroup will consult the Board for further discussion of the issue and to seek further direction
8. The process of partner and stakeholder review and comment will be repeated as necessary until the final document or issue paper is approved or some other action is approved by the Board. Following final approval by the Board, CTAG will work with EPA and other appropriate agencies, as necessary, to facilitate formal consideration of the document and begin the process to move toward regulatory change.
9. CTAG will track activities from the point of initial Board approval to consider a project/issue through its development stages until it is finalized or implemented.