



ON-SITE RULE REVISION COMMITTEE - CHARTER

June 25, 2018

Reasons for a Charter

- Understand purpose of the group
- Create a plan and expected results
- Identify roles of participants
- Establish sideboards/boundaries
- Understand process for decision-making

Review & Approve Charter

Review AM

- High-level review

Details PM

- Decision making process
- Vetting on-site issues
- Subcommittee roles

Take Action

- By end of day, take a vote and approve

Purpose

- The On-site Rule Revision Committee (ORRC) works with the Washington Department of Health (DOH) to provide options and recommendations for revisions to chapter 246-272A WAC with the overall goal of protecting public health.
- ORRC not to be confused with orc's...

Scope

- The scope of the ORRC is to provide recommendations to DOH for:
 - Potential revisions to chapter 246-290A WAC;
 - Guidance to supplement the implementation of the WAC;
 - Potential changes/development of other regulations.

ORRC Membership

- 20 members + alternates

Local Health Jurisdictions (4 total (2 Westside/2 Eastside, large and small))	On-site Design Engineers (1)
Washington Realtors (1)	Certified On-site Designers (1)
Financial Institutions (1)	On-site Service Providers (1)
Department of Ecology (1)	On-site Installers (1)
Puget Sound Partnership (1)	On-site Device Manufacturers (2 total (1 large/1 small))
Tulalip Tribe (1)	Environmental Groups (1)
Shellfish Industry (1)	Citizens Groups (2)
WA On-Site Sewage Association (1)	

Meeting Structure and Process

- ORRC meetings will use a collaborative approach to explore issues and to develop recommendations for rule revision. Recommendations will be based on rationale for effective sewage treatment, public health and environmental protection, and compliance costs for local health jurisdictions, on-site sewage system owners, and industry. Rather than spending resources to assess and justify past rule making and current code language, ORRC members are encouraged to focus on and bring forward more recent work and new ideas to improve and update the rules.

Meeting Structure and Process

- To help ensure equal and fair representation, meeting rooms will be organized such that each ORRC member has one seat at the table. Members of the public can also attend, subject to space availability.
- The meeting facilitator will solicit comments/feedback first from ORRC members seated at the table. To encourage a broader discussion, the facilitator may also seek comments from those in the audience.

Issue Submission and Prioritization

- The key issues identified in the 2017 review of chapter 246-272A WAC will be prioritized for the ORRC's consideration. There are at least 20 other issues identified in rule reviews (2017 and prior reviews) and in recent legislative bills that will also be considered. DOH will solicit new issues from ORRC members. DOH will solicit ideas from each ORRC member early in the revision process to evaluate how best to prioritize these issues.

ORRC Recommendations

- ORRC members will participate in two different subcommittees. One focused on policy/management the other focused on technical issues. Each subcommittee will be led by a DOH staff person and will have the task of coming up with recommendations to the ORRC.

ORRC Recommendations

- Recommendations must include:
 - A description/background of the issue;
 - The ORRC's majority recommendation;
 - Minority viewpoint;
 - Proposed rule language (if possible).

- DOH will convey ORRC's majority recommendations for revised rule language to the State Board of Health (SBOH). DOH may also present its position/recommendation, if different than the ORRC.

Voting Procedures

- The ORRC will attempt to reach consensus on each issue through a collaborative process. If consensus cannot be achieved on a given issue, a vote will be held with simple majority rule and with the following conditions:

Voting Procedures

- Each ORRC member has one vote. DOH staff and SBOH staff will not vote.
- Primary or alternate may vote. Both primary and alternate cannot vote on same issue.
- A quorum of 13 ORRC members are required to hold a vote. The primary member's alternate may vote in their absence.
- Votes will generally be taken by verbal/hand count. If the facilitators decide it is useful a paper tally may be used to count votes.

Communication & Member Responsibilities

- Email, web and GovDelivery.
- DOH
 - Facilitate, develop issue papers, meeting notes will capture decisions, etc.
- ORRC primary and alternates
 - Attend/be prepared to vote on issues, be considerate of other perspectives, etc.
- SBOH staff
 - Help facilitate, keep SBOH informed.