

PRAMP Technical Working Group
DRAFT: Terms of Reference

1.0 Background

The Peace River Area Monitoring Program Committee (PRAMP) formed a Technical Working Group (TWG) to assist in the operation and oversight of its air monitoring programs. The TWG is supported by representation from industry, government and the public, which allows for technical support to be provided from all membership sectors on an in-kind basis.

2.0 PRAMP TWG Purpose

- 2.1** To support the PRAMP Board's Vision and Mission.
- 2.2** To monitor and direct the implementation, operation, reporting, and management of the regional air monitoring network to:
 - 2.2.1** Deliver relevant, accurate, reliable, and credible data and information that addresses regional air quality issues important to all stakeholders.
 - 2.2.2** Deliver monitoring and reporting in a cost-effective manner.
 - 2.2.3** Ensure that regulatory requirements for air monitoring and reporting are met.
- 2.3** To act on behalf of the stakeholders they represent and to bring that perspective to the PRAMP TWG.
- 2.4** To act on behalf of the PRAMP Board as technical representation, responding to regional air monitoring and concerns, as well as provide technical expertise to the Board.
- 2.5** To make recommendations related to budgets, monitoring projects, key messaging surrounding technical issues and other items to the PRAMP Board as per the PRAMP business plan.

3.0 PRAMP TWG Operating Principles

- 3.1** The TWG will follow PRAMP's Vision and Mission and will operate within PRAMP's guidelines and policies.
- 3.2** The TWG will ensure that air monitoring effectively addresses stakeholder needs through regular evaluation of stakeholders objectives related to PRAMP.
- 3.3** Members will actively participate and contribute to regular meetings and the committee's work.
- 3.4** Members will communicate with employers, organizations they represent and working committees about the PRAMP objectives, priorities and accomplishments, as well as any issues that may need to be resolved.
- 3.5** Meetings will be documented with summary notes, decision records and action logs to be issued within a reasonable time for review by the TWG prior to final issue. These will be made available to all TWG members as part of the review process.
- 3.6** The TWG will strive for consensus recommendations and decisions. If it becomes clear that the TWG cannot make a consensus recommendation, the recommendation of the majority and the non-consensus position(s) will be presented for the PRAMP Board to decide.
- 3.7** Ad-hoc focused task groups may be formed to review specific issues such as monitoring plans, special projects, technology advancements and contractor selection, and advise the TWG on a path forward.
- 3.8** Outside expertise may be invited to contribute as required as directed by the Network Manager.

4.0 PRAMP TWG Membership

The membership of the PRAMP TWG is made up of core committee members and resource members. Core committee members are selected by the bodies that they represent. Resource members are included by invitation of the Monitoring Programs Manager or PRAMP Executive Director.

4.1 Core Membership

- Government of Alberta (AEP, AER)
- Industry Representatives
- Public member(s), PRAMP Board

- Executive Director, PRAMP
- Technical Programs Manager, PRAMP (Chair)

4.2 Resource Membership

- Primary Operations and Maintenance Contractor
- Data and Reporting Specialist, PRAMP
- Environment Canada
- Government Health Representatives
- Industry Representatives
- Education and Outreach Coordinator, PRAMP
- AEP Technical Monitoring Expertise
- Municipal Representative
- Others as required

5.0 Roles and Responsibilities of the PRAMP TWG and its Members

5.1 PRAMP TWG Members (in general)

- 5.1.1** Maintain a base of information to represent regional air quality.
- 5.1.2** Maintain air monitoring networks in good working order, including the following:
 - Monitor the performance of the primary Operations and Maintenance (O&M) contractors and related issues.
 - Establish key performance indicators used to monitor the performance of the Data Validation and O&M Contractors based on best practices.
 - Report Contractor performance as compared to key performance indicators to the PRAMP board.
 - Highlight issues of non-compliance and ensure this information is reported to the PRAMP board in a timely fashion for corrective action or direction based on recommendations from the PRAMP TWG.
 - Review the monitoring program to ensure that appropriate parameters are being monitored using appropriate monitoring methods.
 - Evaluate the effectiveness of the monitoring program to meet PRAMP's mandate.
 - Update the monitoring network plan as required.
 - Keep up to date on impending changes in monitoring requirements as directed by the federal or provincial governments.
- 5.1.3** Assess air quality data on a quarterly basis and make recommendations as required regarding the operation of the instruments and/or network.
- 5.1.4** Actively participate in meetings and provide technical knowledge and support, as well as the viewpoints of the sector and profession they represent.
- 5.1.5** Provide support for planning future phases of regional air monitoring development, including working with new industry to set up additional monitoring systems.
- 5.1.6** Participate in external technical working groups involved air monitoring issues.
- 5.1.7** Participate in the development of a core monitoring and project specific annual work plan and budget, in alignment with PRAMP's Annual Business Plan and the budget.
- 5.1.8** Engage other expertise as needed from member organizations and/or others.
- 5.1.9** Perform QA/QC functions as required by PRAMP's Quality Assurance Program.
- 5.1.10** Form subcommittees as needed to work on specific projects, this includes providing support for request for proposal development and review during contractor selection processes.

5.2 Specific PRAMP TWG Member Roles

- 5.2.1** PRAMP Technical Program Manager
 - Act as TWG Chair to convene meetings, prepare agendas, and arrange for minute taking and distribution of minutes.

- Act as the PRAMP point-of-contact regarding new technology.
 - Report to the PRAMP Board as a representative of the TWG.
 - Lead subcommittees as required
 - Develop annual monitoring budget plans for presentation to the PRAMP Board for approval in September of each year.
 - Maintain a current and regularly audited quality assurance program.
 - Ensure the monitoring network operates cost effectively and within budget.
 - Stay up to date on new monitoring equipment technologies and performance
- 5.2.2 PRAMP Executive Director**
- Act as a liaison between the PRAMP Board and TWG, advising the TWG on PRAMP policies and guidelines as required.
 - Act as a liaison between the PRAMP Communications Team and TWG.
 - Maintain collaborative relationships with stakeholders.
- 5.2.3 Industry Members**
- To understand and represent the interests, their industry, their company, their company's regulatory requirements to monitor environmental conditions, and the regional perspectives and positions.
 - Ensure PRAMP's monitoring is sufficient to understand the environmental impact of cumulative and individual industrial emissions.
- 5.2.4 Public Members**
- Represent the public interest, bringing a public perspective to the TWG.
 - Ensure that the monitoring network is operated in a transparent manner.
- 5.2.5 AEP and AER Representative(s)**
- Provide a link to other Government of Alberta and Regulator staff and resources.
 - Act as a liaison between PRAMP TWG and AEP regarding regulatory requirements, policy development, approvals, etc.
 - Provide technical support to the monitoring network in the form of annual audits, equipment if available and calibration/testing of analyzers and calibration gases when required.
 - Provide guidance regarding impending changes to the provincial monitoring system and requirements.
 - Facilitate PRAMP's annual contract requirements and requests to AEP.
 - Provide support for government owned monitoring equipment and reporting requirements.
- 5.2.6 Operations and Maintenance Contractor**
- Ensure optimum operation of monitoring networks.
 - Perform daily QA/QC inspection of daily zero/span and other instrument performance data.
 - Ensure accurate data is sent to the near real time website for Air Quality Health Index reporting and other users
 - Provide recommendations for equipment upgrades and replacement as required.
 - Accommodate AEP audits of the monitoring network on an annual basis and Environment Canada audits as required.
 - Provide immediate notification of Alberta Ambient Air Quality Objective (AAAQO) exceedances and equipment downtime and other alarms, as per PRAMP protocols.
 - Perform other requirements as stated in the contract and PRAMP's Quality Assurance Program.
- 5.2.7 Data and Reporting Specialist**

- Ensure ambient air quality data to is provided to the AEP real-time data site hourly and validated data to the Alberta data warehouse monthly.
- Perform other requirements as required by PRAMP's Quality Assurance Program.
- Compile data into graphs on a monthly basis for review by the TWG.

6.0 Performance Targets and Goals of the PRAMP TWG

6.1 The PRAMP TWG will:

- 6.1.1** Meet a minimum of 4 times per year and issue meeting minutes for each meeting.
- 6.1.2** Maintain PRAMP's network of continuous air monitoring stations. Supply data from these stations to Alberta's real-time data site hourly or more frequently if required, and submit validated data on a monthly basis to ambient air quality data archives.
- 6.1.3** Operate a properly functioning, cost effective monitoring networks that meet or exceeds regulatory requirements including Alberta's Air Monitoring Directive, Environmental Protection and Enhancement Act (EPEA) Operating Approvals, and other regulatory requirements on behalf of participating companies and per other PRAMP requirements.
- 6.1.4** Ensure that the annual network average monitoring uptime is at 98% or higher.
- 6.1.5** Ensure that monitoring data forms the basis for Air Quality Health Index reports to the community, and annual reports.
- 6.1.6** Provide monitoring data to public and users via website links or other means.
- 6.1.7** Ensure accurate and timely reporting to AEP as required for compliance purposes.
- 6.1.8** Work with new industry and AEP to implement new monitoring requirements as per regulatory and PRAMP requirements.
- 6.1.9** Identify gaps in the existing monitoring network or monitoring knowledge base.
- 6.1.10** Ensure PRAMP's quality assurance program is current and audited regularly.
- 6.1.11** Ensure the monitoring network operates within the annual budget.