**Western Air Quality Study – Intermountain West Data Warehouse**

**Operation Plan: Process for Future Workplans and Contingency Plans**

**DRAFT OUTLINE**

**Purpose:**

Document the steps and basic elements for working through future Western Air Quality Study – Intermountain West Data Warehouse (WAQS-IWDW) workplans and contingency plans.

**Goal:**

Outline a process for streamlining the development of future WAQS-IWDW workplans and contingency plans more efficiency for the Collaborators and affiliated contractors.

**DRAFT Components of Plan:**

1. Goals of WAQS-IWDW
2. Objectives of WAQS-IWDW
3. Administrative Items
	1. Project Coordination
	2. Financial Management
	3. Communication and Outreach
4. Scope of Technical Work
	1. Monitoring
	2. Emissions Inventories
	3. Air Quality Modeling
	4. Data Warehouse
5. Scope of Expansion Criteria and Guidelines
	1. Geographic Expansion
	2. Technical Expansion
6. Planning for Leveraging and Coordinating with other Air Quality Analysis, Management, and Planning Groups (e.g. NW AIRQUEST/AIRPACT, WRAP, Research Groups)
7. Sustainability and Costs Scenarios (Funding vs. In-House Resources)
	1. Option 1: Continue study and develop another 3-year work plan (2017 to 2020), and Governing Board commits to obtaining funding that will fully support operations and routine work. Assumes additional funding is sought to sustain work efforts through federal agency contributions, direct contributions by Industry/O&G through BLM, or outside client contributions.
	2. Option 2: End study in September 2017, and Governing Board commits to obtaining funding to keep IWDW operational until other funding opportunities become available to support additional monitoring and modeling work. Time provided by staff may also need to increase without sufficient funding.
	3. Option 3: End study in the last quarter of 2017, and develop contingency plan that will shut-down all activities assuming that Governing Board cannot commit to obtaining funding to support IWDW-WAQS beyond the current work plan (i.e., beyond 2017). This results in developing an approach for filling final data requests, housing data outside of CSU/CIRA, taking IWDW off-line, communicating situation to users, etc.
8. Commitment to Sustainability WAQS-IWDW

**Next Steps:**

* Create workgroup(s) to work on document
	1. Team #1 (Sections 5 and 6): Current volunteers for Section 5 (Scope of Expansion Criteria and Guidelines) and Section 6 (Planning for Leveraging and Coordinating with other Air Quality Analysis, Management, and Planning Groups): Tom, Gail, Gordon, Kevin
	2. Team #2 (Remaining sections): Current volunteers for remaining Sections: Tom, Gail, Rebecca, Debbie, Mike B., Charis
* Provide recommendations to Oversight Committee at November 28, 2016 meeting
* Obtain approval from Governing Board at January to March 2017 meeting
* Timeline: October 11, 2016: Confirm and Request Volunteers

Week of October 17, 2016: First conference call for both teams

Week of October 31, 2016: Complete first draft of plan

Week of November 16, 2016: Complete round of reviews/comments

Week of November 21, 2016: Finalize plan to prepare for OC Meeting

November 28, 2016: Recommend Final Draft plan at OC Meeting

[Note that this is aggressive timeline if we want to make deadline.]