

US EPA ARCHIVE DOCUMENT

## **Decision Making Protocol**

Effective cross-Agency decision-making requires a structured approach to ensure issue benefits and risks are clearly defined and that there is a clear record of the final decision. Whenever decisions are brought to the RAC level, at key decision points or when issues cannot be resolved expeditiously within the Team, the OR team representative is responsible for initiating steps to elevate decision-making to the RAC level. These common sense steps are listed in the following “protocol.” The three key components of the protocol are: 1) the team arrives at a common understanding of the issue and potential solutions; 2) the team is clear on who the decision-makers are for each organization; and 3) the team establishes a schedule for resolving the issue.

### **Protocol for Resolving EPA Disagreements on Substance of XL Proposals**

OR Team member identifies a key issue that may need to be elevated.

2.0 Confirm decision-makers for each office/region involved.

3.0 Set schedule for issue resolution.

4.0 Prepare and distribute issue paper among XL Team.

5.0 Discuss issues among XL Team (no longer than 2 weeks).

6.0 Have issues been resolved?

6.1 If yes, proceed with XL proposal review process.

6.2 If no, continue with this decision protocol (7.0).

7.0 Set meeting date to brief respective decision-makers (not an RAC meeting).

8.0 XL Team members brief their respective decision-makers on issues that need to be resolved.

9.0 Have issues been resolved?

9.1 If yes, then proceed with XL proposal review process (see Phase 3.0 in the manual for XL Teams).

9.2 If no, continue with decision protocol (10.0).

10.0 RAC level decision meeting

11.0 Have issues been resolved?

11.1 If yes, proceed with XL proposal review process (see Phase 3.0 in the manual for XL Teams).

11.2 If no, continue with decision protocol (12.0).

12.0 OR RAC member raises issue to Deputy Administrator for decision.

