



Standard Operating Procedure RECOVER Review of Project-Level Monitoring Plans

SCOPE OF RECOVER REVIEW

RECOVER will review project-level monitoring plans for consistency with the system-wide monitoring plan in the RECOVER Monitoring and Assessment Plan (MAP) and other relevant RECOVER documents. Current versions of these documents are available at www.evergladesplan.org. The purpose of this consistency review is to: (1) ensure the design and implementation of project-level monitoring plan components are consistent, complimentary, and compatible with the MAP, (2) identify any duplication of monitoring efforts or reliance on the MAP by the Project Development Teams (PDTs), (3) identify technical issues that need to be addressed to ensure the monitoring plan is consistent with applicable guidance for preparing Project-level monitoring plans, as well as other monitoring programs being implemented in the region including the MAP, and (4) identify potential information developed by the PDTs that may be incorporated into future system-wide assessment reports.

CONTENT OF RECOVER REVIEW

RECOVER will conduct a consistency review of the project-level monitoring plan relative to the system-wide monitoring program. The review is designed to assess the project-level monitoring plan with regard to the four primary areas mentioned above. Examples of review questions that may arise during conduct of the review are listed in Table 1.

Table 1. RECOVER Consistency Review Questions

1. Consistency with the MAP
Are proposed monitoring parameters consistent with the regional monitoring parameters described in the MAP?
Is the spatial extent of the proposed monitoring consistent with or complimentary to the regional monitoring described in the MAP?
Does the monitoring plan specifically identify how project-level performance measures are being addressed by the monitoring design?
Is the project-level data collection methodology consistent with sampling protocols identified in the MAP (if applicable)?
Does the project-level monitoring plan include a section describing assessment activities and protocols (e.g., what is going to be done with the data generated from monitoring activities and what protocol will be used to assess the data)?
Does the Project-Level Monitoring Plan identify parts of the MAP that the Project-Level Monitoring Plan will rely upon?
2. Duplication of monitoring efforts or reliance on the MAP
Does the project-level monitoring plan rely on any MAP monitoring efforts?
Does the project-level monitoring plan duplicate any MAP monitoring efforts?
3. Monitoring plan consistent with applicable guidance and other monitoring programs being conducted in the region

Does the monitoring plan reflect the scientific rigor of the MAP and other CERP project monitoring plans?
Has the monitoring plan been organized following applicable guidance (i.e., CGM 40)?
Is the monitoring plan consistent with other monitoring programs in the region?
Are monitoring plan parameters being proposed the appropriate set of parameters necessary to evaluate the restoration goals and objectives of the project?
Has any proposed biological/ecological monitoring activities been coordinated with RECOVER in accordance with CGM 40?
4. Potential information that may be incorporated into future system-wide assessment reports
Will project-level monitoring components provide information that could be used to answer MAP hypotheses/ecological premises/key uncertainties?
Are there project-level monitoring components that could be used to augment data collection efforts contained within the MAP?
Will project-level monitoring components provide data that may be incorporated into non-CERP monitoring programs in the region?

Information that would provide RECOVER with background information on the project-level monitoring plan and aid in RECOVER’s consistency review is outlined below in Table 2. Information in these categories would help RECOVER to determine whether project-level monitoring plans are consistent with the MAP and QASR methodologies and protocols. Any information provided to RECOVER should have PDT member concurrence.

Table 2. Background Information for RECOVER Consistency Review of Project-level Monitoring Plans

Contact Information – for Project Team participants in the review process
Data Collection Information
Data Type/Monitoring Component
Collection Frequency
Collection Site - Maps
Collection Methodology
Data Management Protocols (provide brief description of how data is to be stored and managed)
Data Evaluation Protocols (provide brief description of statistical procedures to be used to interpret the data)
Data Assessment Protocols (provide a brief description of the scientific and statistical evaluation procedures used to determine if data obtained from environmental monitoring is of the right type, quality and quantity to support their intended use)
Data Baselines (describe whether the monitoring design will be developing a new baseline or supplementing existing baselines)
Reporting Protocols
Performance Measures (list the specific performance measure the project-level

monitoring plan is expected to evaluate/assess)

RECOVER REVIEW PROCESS

The assigned RECOVER Assessment Team chair(s) or designated review sub-team lead are the points of contact for project managers or their designees to coordinate RECOVER’s review of their project-level monitoring plans.

Initial Coordination with the PDT

1. RECOVER chairs will monitor status of CERP projects and the need to conduct reviews of project-level monitoring plans.. A presentation by RECOVER to the PDT may be advisable prior to development of the draft project-level monitoring plan to properly communicate RECOVER’s expectations as to what the monitoring plan should address and to ascertain a preliminary scope of the monitoring plan. Subsequent to determining the scope of the project-level monitoring plan (PLMP), the AT will identify RECOVER participants who will comprise the AT project-level monitoring plan review sub-team. The PDT members will notify the assigned RECOVER AT chair in a timely manner of the need to initiate a RECOVER consistency review.
2. As soon as practical, the draft project-level monitoring plan should be submitted to the AT project-level monitoring plan review sub-team. The monitoring plan should have the concurrence of PDT members prior to its submittal for RECOVER’s consistency review. Contact information for authors of the monitoring plan should be included to help facilitate communication when questions from RECOVER reviewers arise.
3. Within 2 weeks, the AT project-level monitoring plan review sub-team should submit a draft of the Review Report to the AT Chairs for approval.
4. Within 1 week, the AT chairs will review the report, and if deemed acceptable, forward the report to the PDT point(s) of contact.
5. After mutual concurrence between the assigned RECOVER AT Chairs and the PDT Project Manager/designee, the project-level monitoring plan review will be scheduled on the RECOVER review calendar. (www.evergladesplan.org/pm/recover/review-calendar/index.cfm)

PDT Briefing and Comments Collection

1. A review team meeting will be held at which time the PDT Project Manager/designee will brief the project-level monitoring plan to the RECOVER representatives assigned to review the plan. This meeting will provide an opportunity for the PDT Project Manager/designee to address questions and/or preliminary comments from the RECOVER review team. Questions and preliminary comments by RECOVER reviewers will need to address specific regional concern(s) rather than project-specific concern(s). Verbal comments in relation to project-level monitoring plan will be captured and recorded.

2. After the meeting, reviewers will have up to 5 business days to submit, via e-mail, written comments to the assigned AT project-level monitoring plan review sub-team and AT Chairs on the project-level monitoring plan.

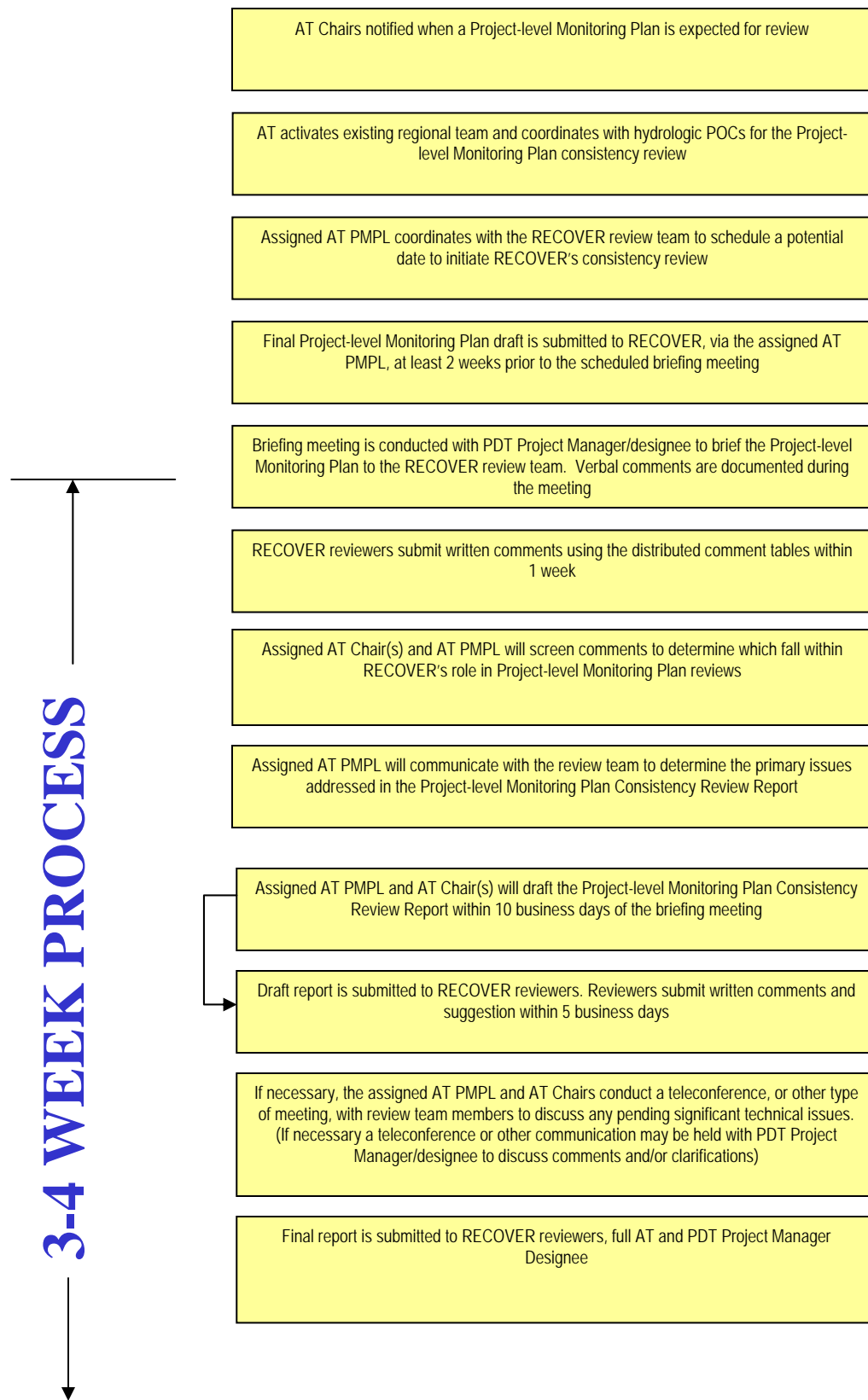
Assembling the Report

1. The AT Project-level monitoring plan review sub-team will screen comments received to determine which comments fall within RECOVER's project-level monitoring plan review scope and which will be included in a table of "Additional Comments" dealing with specific technical issues of the monitoring plan under review, yet are considered beneficial to the improvement of the monitoring plan.
2. Within 10 days following the PDT-RECOVER meeting, the AT project-level monitoring plan review sub-team will distribute a draft formal Project-Level Monitoring Plan Consistency Review Report to the PDT contact(s), the AT and PDT chairs, and the full AT.
3. If significant technical issues arise during this second comment period, a teleconference or other meeting will be held to attempt to identify an appropriate resolution. Any unresolved issues may be elevated to the RECOVER Leadership Group (RLG).

Issuing the Report

1. The AT chairs will decide if the Project-Level Monitoring Plan Consistency Review Report has been sufficiently vetted and revised appropriately where required.
2. The Final Project-Level Monitoring Plan Consistency Review will be distributed to the RLG, RECOVER chairs, the full AT, and the PDT Project Managers/designee.
3. RECOVER will coordinate with the project manager/designee to post the report to the project website.

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Checklist for Project Teams to Prepare for RECOVER Consistency Review of CERP Project-level Monitoring Plans

1. **Consistency with MAP** – to assist RECOVER with the MAP consistency review of the project monitoring plans ensure the following information is provided in the plan:
 - a. Is the spatial extent of the proposed monitoring described?
 - b. Does the monitoring plan specifically identify how project-level performance measures are being addressed by the monitoring design?
 - c. Does the project-level monitoring plan include a section describing assessment activities and protocols (e.g., what is going to be done with the data generated from monitoring activities and what protocol will be used to assess the data)?
 - d. Does the Project-Level Monitoring Plan identify parts of the MAP that the Project-Level Monitoring Plan will rely upon?
 - e. Does the project-level monitoring plan rely on any MAP monitoring efforts?
2. **Monitoring Plan Consistent with Applicable Guidance** – ensure the monitoring plan has been prepared using applicable guidance and is consistent with other monitoring programs being implemented in the region:
 - a. Has the monitoring plan been organized following applicable guidance (i.e., CGM 40)?
 - b. Is the monitoring plan consistent with other monitoring programs that are being implemented in the region?
 - c. Has any proposed biological/ecological monitoring activities been coordinated with RECOVER as required by CGM 40?
3. **Data Collection Information** – ensure the monitoring plan contains the following information regarding data collection protocol:
 - a. Collection frequency
 - b. Collection site(s) (maps)
 - c. Monitoring parameter collection methodology
4. **Data Management Protocols** – ensure a brief description of how data is to be stored and managed is provided.
5. **Data Evaluation Protocols** – ensure a brief description of statistical procedures to be used to interpret monitoring data is provided.
6. **Data Assessment Protocols** – ensure a brief description of the scientific and statistical evaluation procedures to be used to determine if data obtained from environmental monitoring is of the right type, quality and quantity to support their the intended use is provided.
7. **Data Baselines** – ensure the monitoring plan indicates whether the monitoring design will be developing a new baseline or supplementing existing baselines information.

8. **Performance Measures** – ensure the performance measures that the project-level monitoring plan is expected to evaluate/assess are identified.