



Procedure

Title: BMP Handbook Revision

This procedure has been developed to provide a consistent approach for revisions to the California BMP Handbooks published by CASQA in 2003. The Handbooks were developed as a web-based resource to facilitate updating the information to keep pace with changing regulations, technology, and practice. Accordingly, this document describes the procedures for identifying the need for a Handbook update, development of the material, review of the material, and final 'publication' of the update.

Identification of Need for Update

There are several possible reasons for update of the Handbooks, the primary ones are identified below:

- Errata
- Change in regulations (permit or permit addendum requirements)
- Change in technology
- Change in BMP application criteria from research
- Development of new BMPs

In general, errata will be corrected on the web-based versions of the products on a semi-annual basis. Handbooks are printed virtually on an as-needed basis; therefore, most printed Handbooks will contain the most current errata changes as of their date of print.

Changes as a result of the other identified reasons will require substantially more time for development and review. Changes to the Handbooks will proceed based on the framework outlined below.

Handbook Change Procedure

The BMP Subcommittee will oversee all changes to the Handbooks. To facilitate development of Handbook revisions, a working group will be appointed to develop and/or oversee the development of draft material for subsequent review by the entire Subcommittee. The working group will comprise the following persons:

- CASQA Executive Director
- BMP Subcommittee chair
- One Board member
- One member from the BMP Subcommittee
- One ad-hoc technical member (as needed)

The working group will meet on an as needed basis, but no less frequent than semi-annually to consider changes to the Handbook put forth by the general CASQA membership, other CASQA Subcommittees, the Executive Program Committee, the Board, or the BMP Subcommittee. The working group will have the following responsibilities:

- Assess the need for a formal Handbook revision, and recommend approval of a Handbook revision to the CASQA Board of Directors. Board approval will be required for all Handbook revisions with the exception of errata.
- Oversee the development of the recommended change, or develop the recommended change to the Handbook. Consulting services may be used to develop the change to the Handbook(s). CASQA will provide the original Word[®] files for use in Handbook revisions. All changes must subsequently be compiled into .pdf format.
- Approve the draft changes and submit them for final approval to the CASQA Board of Directors.
- Submit the change to the Webmaster for posting on the web. All changes will be made to the .pdf master files on the website, and will be available as separate files to be downloaded.
- Develop consultant scopes of work and budgets as needed to complete updates.
- Coordinate review of draft changes with the BMP Subcommittee
- Oversee the printing contract and distribution of the Handbooks.
- Oversee the development and maintenance of:
 - a Handbook change request form for posting on the web, and use by the general CASQA membership
 - a process with the Webmaster whereby Handbook holders will be notified of changes to the Handbook
 - pricing guidelines for Handbook holders that want Handbook updates in hardcopy format