

## **Appendix G**

**Letter from Air & Waste Division Administrator Al Shea to Advisory Group**

**Ground Rules**



## State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Subject: Request for Agricultural Advisory Group Participation

Dear Panel Member

Thank you for agreeing to serve as a member on the NR445 Agricultural Waste Air Emissions Advisory Group. Wisconsin's hazardous air pollutant regulation, contained in Administrative Code NR445, is designed to protect human health. The Department is required to incorporate into rule, best management practices (BMPs) for mitigating hazardous air emissions from agricultural waste at animal livestock operations in Wisconsin.

The goal of the group is to identify suitable BMPs for the reduction of emissions of hazardous air pollutants from various types of livestock operations in Wisconsin. The Department will consider these recommendations when developing rule language.

The scope of the group's assignment is narrow and involves collaborating with group members and Department staff for the purpose defined above. The group is charged with identifying a suite of appropriate BMP recommendations by the end of calendar year 2010. The group may need to meet approximately monthly to achieve this goal.

The first meeting is scheduled for Wednesday, April 7, 2010 and will be held in Madison at DNR headquarters in room G09 (i.e. GEF II).

In advance of the first meeting, the Department will provide you with

- detailed meeting location information
- an agenda
- a list of group members
- additional materials for that meeting

Please do not hesitate to contact Bart Sponseller with your ideas or any questions you may have. His direct phone number is 608-266-1058 and email is [bart.sponseller@wisconsin.gov](mailto:bart.sponseller@wisconsin.gov). Also, please bring your calendars, as we will be scheduling future meetings at the conclusion of the first meeting.

Given the importance of agricultural industry to Wisconsin's economic and environmental health, the Department must help the industry operate sustainably into the future. I greatly appreciate your willingness to participate on the group. I am confident that your participation will be invaluable in informing the best management practices that will be incorporated into NR445 to address the requirement.

Sincerely,

Al Shea, Administrator  
Air & Waste Division

# **Agricultural Waste Best Management Practices**

## *Advisory Group*

### **Meeting Ground Rules**

The meetings of the advisory group will operate under ground rules to foster knowledge and understanding about meeting logistics and operations. The ground rules are also intended to facilitate group participation, enhance discussion of the issues, and assist in working within a tight timeframe.

1. The group members will meet approximately once monthly. The group will set the dates of its monthly meetings at its first meeting.
2. The group meetings will begin at 9:00 a.m. and end at approximately 4:00 p.m.

If the group feels additional time is needed at its meetings, ahead of time, it may extend the times. For example, starting the meetings earlier and/or ending later.

4. Bart Sponseller is chosen as group chair, and the meetings will be supported by DNR staff.
5. Meeting agendas and materials will be prepared for each meeting. This information will be sent electronically to the group members about one week prior to the meetings.
6. A summary of each group meeting will be prepared and shared with group members and other interested parties. This information will be posted on the Department's public website.
7. Lunch will provided by the Department for group members.
8. Group members may be reimbursed for their necessary, out-of-pocket expenses incurred in attending the meetings. Please contact Josie Pradella if you have any interest or questions about this. 608-267-0815 or [josephine.pradella@wisconsin.gov](mailto:josephine.pradella@wisconsin.gov)
9. It is hoped the group will reach substantial agreement on the ideas and advice it presents to the Department.
10. The success of this project and the group discussions will be enhanced by regular attendance of the members. Group members are asked to place a high priority on attending the meetings. If members cannot attend a meeting, they are asked to discuss this with the chair person in advance.

11. It may be that individual committee members or subcommittees will be requested to fulfill certain assignments related to BMPs.
12. Substitution of group members will be discouraged in order to maintain the collaboration and dynamics of the group.
13. Every group member's participation and contribution is valuable. We encourage everyone to speak freely about his or her ideas and listen attentively.
14. 'Breaks' may be scheduled on the agendas. Otherwise, each group member is encouraged to attend to his or her own individual needs for a break.
15. The group meetings will be open to the public, and noticed under the Open Meetings Law. The public is invited to attend the Group meetings to listen. DNR will post meeting materials to its public website for members of the public interested in this topic. The Department has created a public website where comments may be submitted electronically in order to get the public's thoughts on information presented at the advisory group meetings. The group meeting agendas will not include a public comment period.