

Outline for Maine Department of Environmental Protection Bureau of WQ Program Guidance¹ (Succession Planning)

Monthly Task List (complete by 11/1/19):

- Annual schedule (by month) for important regular actions (grant submissions, grant reports, submissions to EPA, legislative reports, purchase of equipment or supplies, regular meetings, etc.) Insert links to important documents as needed.

Work Plans (complete by 1/1/20):

- Unit org chart and general responsibilities
- Annual unit work plan (can be taken from, or linked, to annual Bureau Work Plan)
- Annual staff work plans (such as Performance Management Form goals)
- P&C commitments (*excerpt directly from Priorities & Commitments table from the Performance Management Agreement with EPA*)

Year End Report (complete by 2/1/20):

- Summary of past-year accomplishments or year-end report (can be taken from, or linked to, annual Bureau Work Plan noted above)

Budget (complete by 2/1/20): *(may not be applicable to all programs)*

- Source(s) of funding
- Current budget (link)
- Past year budget (link)
- Current projections for fund (link)
- Fee information (if applicable)
- Copy of grants (if applicable; link)
- Deadlines for submittal of grants (if applicable)

Policy Memos (complete by 3/1/20): *(indexed by subject, ordered by date; include all existing program memos)*

SOPs and QAPPs (complete by 3/1/20): *(include program specific and reference DEP SOPs that are relevant to program)*

Contacts (complete by 4/1/20): *(name, contact info, relationship to program)*

- EPA
- Other State Agencies
- Other

¹ If any of this information is too large to fit in a binder it should be referenced, and location identified, either hard copy files or computer links.

Computer Files (complete by 4/1/20):

- Listing of computer filing system (*summary of where and how program documents are filed*)
- Listing of program databases, summary of purpose and content, and program manager

Hard Copy Files (complete by 4/1/20):

- Listing of types and location of hard copy program files.

Laws/Rules (complete by 5/1/20): (*if laws and rules are extensive provide citation only*)

- Federal Laws
- State Laws (link)
- Federal Rules
- State Rules (link)
- Summary of any ongoing or planned rulemaking, or planned legislation.

Forms (complete by 5/1/20): (*any forms/applications in use by the program*)**Legislative and other Reports (complete by 5/1/20):**

- Copies of any legislative reports for last 3 years.
- Copies of any other reports completed for EPA or other entities

Education and Outreach Documents (complete by 5/1/20):

- Issue profiles and fact sheets
- Links to Program web pages

Additional Notes

Cross Training: At least two people in the unit should be briefed on the contents of this Program Guidance. This should be at a detail level and may be completed over time as each section is completed.

Other: Include any other ideas or items you have to ensure a smooth transition for your programs.