

# BCWA PGO2 Program Document Categories & Codes

**Accepted by Board** - December 10, 2014; Updated by Manager August 6, 2015, Updated June 1, 2016

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BCWA documents characterize the program and reduce the loss of institutional memory. The composite set of program document is the basis for the association Watershed Plan. These categories are designed as an organizational tool and define similar types of documents or data. As such, categories can be changed or modified at the Board discretion. These documents are captured on the *Master Index List PGO1*, maintained in a program master spreadsheet and presented to the Board in a periodic memorandum. The *Master Index List* is maintained by the contract manager. The BCWA document categories include, but are not limited to:

1. **BCWA Policies (Policy)** – These are key BCWA board positions that are supported by membership entities. Policies must be adopted by the Board with a majority vote with an established quorum (membership entities and participants). Policies are subject to either annual or periodic review. Policies can be updated at the Board’s discretion. Policies help define operations and establish long-term positions. Policy have adoption dates and update dates. Policies are posted on the Web site since they help define Association directions.
2. **BCWA Annual Reports (AR+year)** – This includes the Association annual reports and the annual report to the Colorado Water Quality Control Commission as required under Regulation #74. Annual Reports require Board Approval and they are posted on the Web site. The adoption date is included on the annual report.
3. **Watershed Data** – This includes the BCWA data reports (**DR+year**), master spreadsheets (**MSD+year**), supplemental spreadsheets or other data documents (**MSD**), and **Watershed Data Files - Temperature Spreadsheets (WDF)**. The BCWA periodically does special water quality monitoring for site-specific purposes and documents these data collection efforts in a series of **WQ Study Data** summary sheets. Watershed data can include periodic **Incident Reports (IR)** that document potential pollutants or changes to standards and classifications. These documents are subject to either annual or periodic review at a Technical Review Session. Annual and data reports require Board acceptance. Current watershed data is posted on the BCWA Web site. Not all watershed data will be posted. Incident reports are not posted on Web site.
4. **Program Guidelines and Operations (PGO)**- These are essential BCWA board guidelines or operations documents (e.g., *Master Index List* , BCWA annual monitoring plan, BCWA By-laws, Trading Guidelines, Trading reports, WWTF planning documents, or BCWA local reviews) that are supported by membership entities. Program guidelines and operations documents must be adopted by the Board with a majority vote with an established quorum (membership entities and participants). Some of these documents are subject to either annual or periodic review; while others (e.g., reviews) are one-time documents. Some of these documents can be updated at the Board’s discretion. They help define operations and establish long-term actions/ program direction. Not all PGO documents will be posted on the Web site.
5. **BCWA Fact Sheets (FS)** – These are item or topic specific informational/ fact documents designed for public distribution and limited to one page. These fact sheets target many specific

elements of a watershed plan. Initial BCWA acceptance necessary, but corrections can be made by manager as newer, better or more correct information becomes available. Corrected version(s) may or may not be taken back to board for acceptance. Not subject to annual or periodic review. Fact sheets will include a date of acceptance or update. Since Fact Sheets are designed to provide public information, they will be posted on the Web site.

6. **BCWA Map Series (MS)** – These are one page informational maps designed for public distribution. These maps target many specific elements of a watershed plan. Initial BCWA acceptance necessary, but corrections can be made by manager as newer, better or more correct information becomes available. Corrected version(s) may or may not be taken back to board for acceptance. Not subject to annual or periodic review. Since Maps are designed to provide public information, they will be posted on the Web site.
7. **BCWA Technical Memorandum (TM) and Water Quality Study Data (WQSD)** – These are annual monitoring program memos designed to elaborate on any special monitoring efforts or program highlights. These provide processed data and some data interpretation. Initial BCWA acceptance necessary, but corrections can be made by manager as necessary. Updates posted on web, not taken back to Board.
8. **BCWA Informational Series (IFS)** – These include the descriptions of wastewater treatment works and program elements intended for BCWA membership, but may be distributed to public/regulators on request. Designed to be multi-paged. Initial BCWA acceptance necessary, but corrections can be made by manager or dischargers as necessary. Updates posted on web, not taken back to Board.
9. **BCWA Standard Review Papers (SRP)** – Regulatory review working papers. Maybe attached to rulemaking or other hearing documents. Includes both internal to BCWA and associated external documents developed in connection with BCWA review and regulatory processes.
10. **BCWA Rulemaking Hearing Statements (RMH)** – Regulatory review documents. Must have Membership entity support and Board approval. Any revisions subject to Board action.
11. **Field Survey Forms and Methods (Indices, ME)** – BCWA field forms for physical and water quality indices (**FI**) and field survey methods (**ME**). Linked to the annual BCWA monitoring plan and incorporated by reference. Initial BCWA acceptance necessary, but corrections can be made by manager or Technical Review Session action/recommendations, as necessary. Updates posted on web, not taken back to Board.
12. **Supplemental Watershed Plan Documents (WSP)** – These types of documents can be either internally or externally generated reports (**RPT**) or documents (**DOC**) and are used to support watershed management or wastewater planning (e.g., WWTF permits and water quality assessments). Generally, these documents don't require Board action. They may be included on the web site or referenced in the BCWA electronic watershed plan.
13. **Water Quality BMPs** - A number of BCWA member organizations are applying best management practices (**BMPs**) that are adapted to the watershed. The BCWA may document adaptable and water quality beneficial BMPs in a series of two-page summaries. These practices maybe recognized by BCWA and they are not typically included in the Urban Drainage and Flood

Control District Criteria Manual. These BMP summaries include description, highlights and agencies using the practice, water quality concerns, benefits from applying practice, examples of BMPs in use, and any complimentary BCWA policies, if appropriate. These require Board approval and may not be posted on the Web Site.

14. **ED Education Series** – This includes education and information documents and PowerPoint presentations. These require Board approval and may not be posted on the Web Site.