

## INTERSTATE TECHNOLOGY & REGULATORY COUNCIL ORGANIZATIONAL AND OPERATING PRINCIPLES

### About ITRC

ITRC is a national coalition focused on developing tools and strategies to reduce interstate barriers to the deployment of innovative environmental technologies. The ITRC program was created in 1995 by the Committee to Develop On-Site Innovative Technologies under the Western Governors' Association. ITRC is currently a program of the Environmental Research Institute of the States (ERIS), a 501(c)3 education and research nonprofit corporation affiliated with the Environmental Council of States (ECOS).

ITRC's purpose, values, vision and mission are stated in the ERIS Bylaws and ITRC Strategic Direction document.

### Governance

ITRC is governed by ERIS in accordance with the ERIS Bylaws and such other governance policies as adopted by ITRC and approved by the ERIS Board of Directors. ERIS is responsible for the legal and fiscal management of ITRC including entering into financial and partnership agreements with other entities, issuing and administering contracts on behalf of ITRC, and approving the ITRC program budget, Project Teams, and the appointment of individual state representatives as voting members on the ITRC Board of Advisors (BOA).

### Membership

Membership in ITRC is defined in Article 6, Section 2(b) of the ERIS Bylaws:

**General:** Membership in ITRC is open to representatives of state environmental agencies (or equivalent state agencies), representatives of federal, tribal, and local agencies, the private sector, academics, public stakeholders, and others who (i) dedicate his or her time to serve on an ITRC Project Team or Program Area or (ii) provide substantive input to any of the ITRC Project Teams or Program Areas, as determined by the ITRC Director.

**State Agencies:** State environmental agencies (or an equivalent state agency) must appoint an ITRC Point of Contact (POC) to participate in the ITRC State Engagement Program. This participation is required for the agency's employees and representatives to be eligible for ITRC membership.

**Private Sector:** Private sector companies, including non-profits and trade associations representing the private sector, must join ITRC's Industry Affiliates Program (IAP) and pay annual IAP dues. IAP membership is required for the private sector company's and organization's employees and representatives to be eligible for ITRC membership.

More information about ITRC members and the definitions for ITRC Membership Groups is available in the ITRC Membership Definitions document.

All ITRC members are subject to Conflict-of-Interest requirements and policies stated in Article 11 of the ERIS Bylaws and such other governance policies as adopted by ITRC including the ITRC Code of Conduct.

All ITRC members are volunteers who give their time and expertise without compensation, except that members may be approved by the ITRC Director for reimbursement of eligible travel expenses for participation in ITRC meetings and training. Details on eligible travel expenses are provided in ITRC's Travel Policy and Reimbursement Guidelines.

Terms: ITRC renews individual and IAP membership on a yearly basis, and ITRC members must reapply for membership at the start of each calendar year

Voting Privileges: All ITRC members are entitled to vote to elect the ITRC BOA Co-Chairs and on issues that are presented to the general membership in accordance with the ERIS Bylaws and such other governance policies as adopted by ITRC and approved by the ERIS Board of Directors.

### **ITRC Board of Advisors**

The ERIS Bylaws established the ITRC Board of Advisors (BOA), a program advisory board responsible for leadership and strategic direction of ITRC. The BOA does not have the authority to exercise the powers of the ERIS Board of Directors.

Voting Members: representatives of state government agencies including two Co-Chairs elected by the full ITRC membership and five at-large members appointed by the Co-Chairs and ITRC Director.

### Non-Voting Liaisons:

- representatives from federal government agencies who provide significant financial support to ITRC, appointed by each federal agency and approved by the ITRC Director.
- two representatives from the ITRC IAP, each elected by the full IAP membership for three-year terms.
- representatives from other organizations that provide funding to ITRC, as approved by the ERIS Board of Directors.

The BOA operates within the responsibilities, structures, and processes established by the ERIS Bylaws, policies, and procedures established by the ERIS Board of Directors. Additional information about the roles and responsibilities of BOA members is available on the ITRC website.

### **ITRC Programs**

The ERIS Bylaws has established the following standing ITRC Programs. Additional Programs may be established by ERIS, the ITRC BOA and ITRC Director.

State Engagement Program (SEP): ITRC's collective network of state POCs, the SEP, is the primary link between ITRC and the states. The SEP is responsible for ensuring ITRC's resources are disseminated in the states, recruiting state members to ITRC Programs and Project Teams, and sharing the states' environmental priorities and emerging issues with ITRC.

ITRC member states appoint at least one representative to serve as their State POC and participate in the SEP. Each State POC must be an employee of a state government agency and are appointed to the SEP by the state governments. A state must have an appointed POC participating in the SEP program for its state government employees to participate in ITRC Programs and Project Teams.

Industry Affiliates Program (IAP): A formal membership program established to provide private sector companies, trade associations, and their employees with opportunities to participate in ITRC Programs and Project Teams as ITRC members. Private sector companies and trade associations may join the IAP by completing and submitting a membership application with applicable membership fees established by the ITRC BOA and Director.

Membership in the IAP includes site/liability owners, consultants, contractors, vendors, and trade associations. Individuals from the private sector whose only role in ITRC is to represent federal interests (e.g., federal contractors) may be exempt from IAP membership and, thus, do not participate in IAP activities. These individuals must be confirmed by their appropriate federal agency as their representative. Issues or conflicts regarding the definition of “private sector” are resolved by the ITRC Director and the ITRC IAP liaisons.

### **ITRC Project Teams**

Established by ITRC’s project proposal process, Project Teams provide a forum for information exchange and technology transfer among the ITRC membership. Project Teams develop documents, training, education tools, and other resources to fulfill ITRC’s mission. Proposals for new Project Teams are evaluated by the ITRC BOA, which makes recommendations to the ERIS Board of Directors for their approval.

Participation in a Project Team is open to all ITRC members. Each Project Team has at least two Team Leaders who must be state government employees from different states and are supported by a Program Advisor.

The ITRC BOA, ITRC Director, and ERIS Board of Directors may evaluate a Team’s membership, direction, and scope at any time to assess the value of the team continuing.

### **Elections**

ITRC holds electronic elections for BOA Co-Chairs and IAP Liaisons according to the following processes.

#### BOA Co-Chairs:

- The ITRC Director publicly requests nominations and applications from interested candidates. Applicants must submit a biography and statement of interest.
- The ITRC Director shares candidates and applications with the full ITRC membership and provides information about the election and voting process.
- The full membership is allowed at least one week to submit their electronic votes.
- The candidate who receives the most votes must be confirmed by a majority vote of the ERIS Board of Directors.

#### BOA IAP Liaisons:

- ITRC Director and current IAP Liaisons publicly request nominations and applications from interested candidates. Applicants must provide a biography and statement of interest.

- ITRC Director and current IAP Liaisons share candidates and applications with all active IAP members and provide information about the election and voting process.
- The IAP membership is allowed at least one week to submit their electronic votes.
- The two (2) candidates who receive the most votes must be confirmed by the ITRC Director and Co-Chairs.

## **Meetings**

The work of ITRC is carried out through in-person, virtual meetings, and electronic communications among the membership. The ability for ITRC to host in-person meetings is contingent on funding availability. All ITRC in-person membership meetings are held at a location in the United States; locations are selected by the ITRC Director and staff.

Annual Membership Meetings: ITRC hosts one in-person membership meeting each year to convene active Project Teams and Programs

Annual Project Team Kickoff Meetings: ITRC hosts one in-person kickoff meeting each year as needed for Project Team Leaders, Program Advisors, and selected ITRC leadership to plan the annual work activities of Project Teams.

Project Teams: In addition to the Annual Membership Meetings, Project Teams may meet in-person at other locations within the U.S. during their project period to complete deliverables. Project Teams conduct most of their work and coordination activities through virtual meetings and other electronic tools.

BOA: In addition to the Annual Membership Meetings, the BOA holds at least one in-person meeting each year. The BOA holds virtual meetings once a month and conducts other coordination activities through additional virtual meetings and other electronic tools.

## **Funding**

Funding for ITRC and its programs is managed by ERIS and the ITRC Director, and provided by cooperative agreements, grants, donations, IAP membership fees, and revenue from training activities. Whenever possible, ITRC seeks to leverage its current funding sources through the in-kind support and voluntary activities of its membership.

## **ITRC Management**

The day-to-day operations of ITRC shall be managed by the ITRC Director, an ECOS employee, who shall work with the ITRC BOA Co-Chairs to implement ITRC's strategic direction. Hiring, evaluation, and termination of the ITRC Director shall be made by ECOS management with the input and recommendation of the ITRC Co-Chairs.

The ITRC Director's responsibilities include, but are not limited to:

- Managing ITRC's day-to-day operations, ITRC staff (ECOS employees), and contracted staff support.
- Supporting the ITRC BOA and providing regular reports to the ERIS Board of Directors.

- Implementing ITRC's strategic direction and decisions.
- Overseeing ITRC Programs and Project Teams to ensure the overall objectives are achieved.
- Leading outreach and coordinating activities with the ITRC membership groups, funding agencies, and partners, and providing frequent updates and briefings about ITRC activities.
- Developing, negotiating, and managing all ITRC contracts and ensuring contractual and legal compliance.
- Preparing proposals, budgets, and reports for ERIS, ECOS, and funding agencies and organizations, and soliciting new and diverse funding sources.

*Developed by the ITRC Board of Advisors and Endorsed by the ERIS Board of Directors (March 2025)*