

## Chapter Reviewers Checklist

Thank you for agreeing to review an Annual Report chapter. Your task is to work with the author(s) in reviewing their draft, and to assure EQAC that the chapter is technically suitable for inclusion in the report. Towards that end, you should focus on the following questions:

Review Question	Yes/No
Based upon past ARE's and other EQAC business, does the draft address all the relevant issues implied by the chapter topic?	
If a topic crosses multiple chapters, is it properly cross-referenced, with one chapter author taking main responsibility?	
Are all assertions and recommendations supported by clearly presented facts, citations, and reasoning?	
Are all citations properly referenced? Have URL's been checked to see if they actually work?	
Does each recommendation: clearly state an action that should be taken; provide the argument for taking that action; and describe what will satisfy that recommendation?	
Does each recommendation: clearly state an action that should be taken; provide the argument for taking that action; and describe what will satisfy that recommendation?	
Are there any strongly controversial sections or statements that need to be discussed by the entire Council? Are dissenting views properly recognized?	
If necessary, has the author coordinated with operational staff to obtain their input and suggestions, and incorporated their views?	
Does the chapter give appropriate credit for assistance?	
Does the chapter follow the accepted outline for 2023 ARE chapters?	

## DESCRIPTION FOR REVIEWER QUESTIONS:

1. Based upon past ARE's and other EQAC business, does the draft address all the relevant issues implied by the chapter topic? That is, has anything important been overlooked?
  - The ARE acts as the Board's early warning system for environmental issues.
2. If a topic crosses multiple chapters, is it properly cross-referenced, with one chapter author taking main responsibility?
  - Make sure all the authors coordinate!
3. Are all assertions and recommendations supported by clearly presented facts, citations, and reasoning?
  - Support for a recommendation may be in the description section or presented directly with the recommendation ... but it must be there!
4. Are all citations properly referenced? Have URL's been checked to see if they actually work?
  - It is only minimally useful to cite a reference without comment: *"The FCWA website has a report on PFAS at [url]."* Rather, you should tell the reader what to expect at this link: *"The FCWA has a report on PFAS at [url] explaining the technical issues and how FCWA is reacting to the new requirements."*
  - Ask the author if they have checked the URL's. If they haven't, you should.
5. Does each recommendation: clearly state an action that should be taken; provide the argument for taking that action; and describe what will satisfy that recommendation?
  - EQAC makes recommendations to the Board, not directly to county staff. Thus, the correct phrasing for some recommendation might be, *"The Board should ask County staff to take this action,"* or *"The Board should enact this regulation."*
6. Are there any strongly controversial sections or statements that need to be discussed by the entire Council? Are dissenting views properly recognized?
  - It is both your and the author's job to bring these matters to EQAC's attention. Don't assume silence is consent!
7. If necessary, has the author coordinated with operational staff to obtain their input and suggestions, and incorporated their views?
  - Where possible, it is helpful to talk to County staff ahead of time. Go over last year's ARE and ask staff where they'd recommend improvements.
  - If time permits, let staff see an early draft.
  - EQAC evaluations are independent, so it's ok to disagree with staff's views, but disagreement should be a deliberate and respectful decision, not an accident!
8. Does the chapter give appropriate credit for assistance?

- If somebody or some group materially contributed to the manuscript, they should be recognized.
9. Does the chapter follow the accepted outline for 2023 ARE chapters?
- Doing this will save a lot of staff time.
  - If staff must rearrange the chapter, there always is the chance they will accidentally distort something important.